



DEPARTMENT OF THE NAVY

OFFICER TRAINING COMMAND NEWPORT
1356 MEYERKORD AVENUE
NEWPORT, RHODE ISLAND 02841-1644

IN REPLY REFER TO:

OTCNINST 1530.6J CH-1
OCS
20 Apr 2017

OTCN INSTRUCTION 1530.6J CHANGE TRANSMITTAL 1

From: Commanding Officer, Officer Training Command Newport

Subj: OFFICER CANDIDATE REGULATIONS

Encl: (1) Revised page 2-19 of enclosure (1)
(2) Revised page 3-1 of enclosure (1)
(3) Revised page 3-15 of enclosure (1)
(4) Revised page 3-19 of enclosure (1)
(5) Revised page 3-37 of enclosure (1)
(6) Revised pages 4-14 and 4-15 of enclosure (1)
(7) Revised pages 5-4 and 5-5 of enclosure (1)

1. Purpose. To transmit revised pages to enclosure (1) of the basic instruction providing clarification of expectations, standards, and requirements of the Officer Candidate Regulations pertaining to their training while assigned to Officer Candidate School at Officer Training Command Newport.

2. Action. Remove pages 2-19, 3-1, 3-15, 3-19, 3-37, 4-14 to 4-15, and 5-4 to 5-5 from enclosure (1) of the basic instruction and replace with corresponding enclosures (1) through (7) of this change transmittal, respectively.

3. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 January 2012.



M. K. SAVAGEAUX

Releasability and distribution:

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24 Jan 2017

OTCN INSTRUCTION 1530.6J

From: Commanding Officer, Officer Training Command Newport

Subj: OFFICER CANDIDATE REGULATIONS

Encl: (1) Officer Candidate Regulations

1. Purpose. To provide Officer Candidates detailed regulations pertaining to their training while assigned to Officer Candidate School (OCS) at Officer Training Command Newport (OTCN).
2. Cancellation. OTCNINST 1530.6H.
3. Scope. Since this Officer Candidate Regulations (OCR) is limited to matters of internal organization, it may in no way be construed as contradicting, altering, or amending the provisions of higher directives (i.e. OPNAV/SECNAV INST's).
4. Action. All Officer Candidates and Staff members are required to have a detailed knowledge of and comply with the OCR.
5. Responsibility. The Director, Officer Candidate School (DOCS) has overall responsibility for issuance and maintenance of the OCR. All proposed changes will be submitted to the DOCS for review.
6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 January 2012.
7. Review and Effective Date. Per OPNAVINST 5215.17A, OTCN will review this instruction annually on the anniversary of its effective date to ensure palpability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire five years after effective date unless reissued or canceled prior to the five year anniversary date, or an extension has been granted.



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PREFACE

This instruction standardizes training regulations and procedures for OCS. Much of the sustained superior operational execution and efficiency of the World's Greatest Navy rests upon a time-honored tradition of procedural compliance and attention to detail. It is in that tradition that compliance with this document is a requirement of all Officer Candidates. Further, you are not authorized to make copies of this publication or major portions thereof without specific authority of the Commanding Officer (CO), Executive Officer (XO) or the DOCS.

Officer Candidate School is the Navy's largest Officer Accession Program. Of all the Navy's Commissioning sources, approximately 45% of all Navy Line Officers commission annually through the doors of OCS. OCS is an intensely rigorous 12 week program which convenes approximately 17 classes a year with up to 100 candidates per class.

SCOPE

This instruction contains information on all aspects of training at OCS and is intended to be both comprehensive and prescriptive, but it is not a substitute for sound judgment. Emergencies and other unique situations which are not clearly covered within this document, to include events that may involve the safety or property of others, may require modification of the procedures contained herein. Candidates shall read this instruction from cover to cover and are expected to have a complete knowledge of its contents.

HOW TO GET COPIES

If this instruction is not up to date with the latest changes or is missing pages, candidates should contact the DOCS via their Class Officer, Lead Class Officer (LCO) and Deputy Director of OCS (DPOCS) to request an update or replacement, as appropriate.

UPDATING THE MANUAL

To ensure the manual contains the latest procedures and information, OCR review conferences are held quarterly. The result of each review conference, including a summary of submitted changes, is forwarded to the CO. Change recommendations are submitted via the chain of command to the DOCS on the Change Recommendation Form found in Appendix G.

CANDIDATE RESPONSIBILITY

The OCR is kept current through an active instruction change program. Any corrections, additions, or constructive suggestions for improvement of its content should be submitted at once using the procedures outlined above.

WARNINGS, CAUTIONS AND NOTES

The following definitions apply to "WARNINGS", "CAUTIONS" and "Notes" found throughout the manual.

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WARNING

An operating procedure, practice, or condition, etc., which may result in injury if not carefully observed or followed.

CAUTION

An operating procedure, practice, or condition, etc., which may result in damage to equipment or property.

Note

An operating procedure, practice, or condition, etc., which is essential to emphasize.

DISTRIBUTION

The DPOCS is charged with the distribution and tracking of this instruction. Copies of the instruction should be distributed as follows:

Commanding Officer, OTCN	(1)
Executive Officer, OTCN	(1)
Director, Officer Candidate School	(1)
Deputy Director, Officer Candidate School	(1)
OCS Lead Class Officer	(1)
OCS Lead Instructor	(1)
Chief Drill Instructor	(1)
OCS LCPO	(1)
Class Officers	(1 Each Assigned)
Class Chief Petty Officers	(1 Each Assigned)
Class Drill Instructors	(1 Each Assigned)
Nimitz Hall Officer of the Deck	(1 Each Assigned)
Nimitz Hall JOOW Stations	(3)
Callaghan Hall Watch	(1 Each Assigned)
Officer Candidate Berthing Spaces without Laptop Computers	(2 per room)
Learning Standards Department	(4)
Safety Officer	(1)
Medical Liaison	(1)

CHAPTER 1 MISSION AND POLICIES

SECTION 1 – MISSION

111. Mission Statement. The mission of OTCN is to morally, mentally, and physically develop future Leaders of Character and Competence – imbuing them with the highest ideals of Honor, Courage, and Commitment in order to serve as Professional Naval Officers worthy of special trust and confidence.

a. OCS accomplishes this mission by building the foundations of professional “OFFICERSHIP” — Leadership, Profession of Arms, Academics and Fitness.

(1) Leadership: Instilling within candidates the Qualities of a Professional Naval Officer. These qualities include Honesty, Integrity, Work Ethic, Military Bearing, Character, Dependability, Initiative, Accountability, Toughness and Teamwork. Further, OCS develops Officer Candidates to perform capably under pressure and in adverse conditions while testing and strengthening their time management skills and confidence.

(2) Profession of Arms: Instilling discipline, military bearing, attention to detail, patriotism, pride, and building esprit de corps.

(3) Fitness: Instilling a “Culture of Fitness” that will endure well beyond OCS through the entirety of a career. A Professional Naval Officer must be physically strong and resilient — ready to LEAD/sustain a culture of fitness in an austere and challenging sea-duty environment.

(4) Academics: Providing candidates a fundamental knowledge of the Naval profession through classroom and practical instruction that forms the basis for their commitment to the Naval service and establishes personal standards of excellence which will remain with the graduate throughout the individual’s professional career.

112. Oath of Office

The essence of professional officership is most succinctly captured by the Oath of Office – our solemn promise to support and defend the Constitution and to well and faithfully discharge the duties of the office. Understanding and truly *living the relationship of the Oath to Navy Core Values* is the fundamental Leader Development Outcome of the basically trained officer.

I, _____, / having been appointed an Ensign in the United States Navy, / do hereby accept such appointment / and do solemnly swear that I will Support and Defend the Constitution of the United States / against all enemies, foreign and domestic, / that I will bear true faith and allegiance to the same; / that I take this obligation freely, / without any mental reservation or purpose of evasion, / and that I will well and

faithfully/ discharge the duties of the office on which I am about to enter. / So help me God.

113. Navy Core Values, Navy Ethos, and Chief of Naval Operations (CNO) Guidance

HONOR. “I will bear true faith and allegiance...”

I am accountable for my professional and personal behavior. I will be mindful of the privilege I have to serve my fellow Americans. I will:

- Abide by an uncompromising code of integrity, taking full responsibility for my actions and keeping my word.
- Conduct myself in the highest ethical manner in relationships with seniors, peers and subordinates.
- Be honest and truthful in my dealings within and outside the Department of the Navy.
- Make honest recommendations to my seniors and peers and seek honest recommendations from junior personnel.
- Encourage new ideas and deliver bad news forthrightly.
- Fulfill my legal and ethical responsibilities in my public and personal life.

COURAGE: “I will support and defend...”

Courage is the value that gives me the moral and mental strength to do what is right, with confidence and resolution, even in the face of temptation or adversity. I will:

- Have the courage to meet the demands of my profession.
- Make decisions and act in the best interest of the Department of the Navy and the nation, without regard to personal consequences.
- Overcome all challenges while adhering to the highest standards of personal conduct and decency.
- Be loyal to my nation by ensuring the resources entrusted to me are used in an honest, careful and efficient way.

COMMITMENT: “I will well and faithfully discharge the duties...”

The day-to-day duty of every man and woman in the Department of the Navy is to join together as a team to improve the quality of our work, our people and ourselves. I will:

- Foster respect up and down the chain of command (COC).
- Care for the personal and spiritual well-being of my people.
- Show respect toward all people without regard to race, religion or gender.
- Always strive for positive change and personal improvement.
- Exhibit the highest degree of moral character, professional excellence, quality, and competence in all that I do.

Navy Ethos:

- We are the United States Navy, our nation's sea power – ready guardians of peace, victorious in war.
- We are professional sailors and civilians - a diverse and agile force exemplifying the highest standards of service to our nation, at home and abroad, at sea and ashore.
- Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.
- We are a team, disciplined and well-prepared, committed to mission accomplishment. We do not waver in our dedication and accountability to our shipmates and families.
- We are patriots, forged by the Navy's Core Values of honor, courage and commitment. In times of war and peace, our actions reflect our proud heritage and tradition.
- We defend our nation and prevail in the face of adversity with strength, determination, and dignity.
- We are the United States Navy.

CNO's Commander's Intent:

Four core attributes of our professional identity serve as guiding criteria for our decisions and actions. If we abide by these attributes, our values should be clearly evident in our actions.

• **INTEGRITY:** Our behaviors as individuals and as an organization align with our values as a profession. We actively strengthen each other's resolve to act consistently with our values. As individuals, as teams, and as a Navy, our conduct must always be upright and honorable both in public and when nobody's looking.

• **ACCOUNTABILITY:** We are a mission-focused force. We achieve and maintain high standards. Our actions support our strategy. We clearly define the problem we're trying to solve and the proposed outcomes. In execution, we honestly assess our progress and adjust as required – we are our own toughest critic.

- **INITIATIVE:** On their own, everybody strives to be the best they can be – we give 100% when on the job. Our leaders take ownership and act to the limit of their authorities. We foster a questioning attitude and look at new ideas with an open mind. Our most junior teammate may have the best idea; we must be open to capturing that idea.
- **TOUGHNESS:** We can take a hit and keep going, tapping all sources of strength and resilience: rigorous training for operations and combat, the fighting spirit of our people, and the steadfast support of our families. We don't give up the ship.

SECTION 2 – TRAINING POLICIES

121. The Honor Code. In his strategic guidance and commander's intent, our CNO has identified *Integrity* as the primary core attribute of our professional identity as professional officers and as a service. Our ability to successfully fight and win as a navy through decentralized operations guided by commander's intent is wholly reliant upon trust and confidence in leadership and in having leaders of integrity.

The Honor Code of OCS outlines the expectations of integrity and honorable behavior for officer candidates as future leaders of character and competence and is aligned with Navy Core Values and the honor codes of the other commissioning sources. Our Honor Code is an affirmative statement rather than simply a list of prohibitions – as living an honorable life of integrity as an officer is an affirmative act that is aspirational and self-regulated rather than consequence based. Our honor code guides how we will live our personal and professional lives - its lasting simplicity declares:

Officer Candidates are persons of integrity:
WE STAND FOR THAT WHICH IS RIGHT.

We tell the truth and ensure that the full truth is known.
WE DO NOT LIE.

We embrace fairness in all actions.
We ensure that work submitted as our own is our own, and that assistance from any source is authorized and documented.
WE DO NOT CHEAT.

We respect the property of others and ensure that others are able to benefit from the use of their own property.
WE DO NOT STEAL.

In short, a candidate does not Lie, Cheat or Steal, nor tolerate those who do. The underlying principles of the Honor Code are the Navy Core Values of Honor, Courage and Commitment. Its objective is to inspire and encourage one to act honorably in all actions, both within and outside of the Navy. Hand-in-hand with *Integrity* goes *Accountability*. Naval officers

readily take individual responsibility for their actions and those of their subordinates. This principle is at the heart and soul of command and professional officership and is of paramount importance in the leadership development of officer candidates.

Violations of the Honor Code are cause for dismissal from OCS.

a. Definitions. The following definitions are pertinent to the Honor Code:

(1) Lying. Lying is to knowingly state an oral or written untruth or actively preventing the full truth from being known. A lie may be either a declarative statement or a knowingly false response to a question. It is also a lie to knowingly omit or subtly word information in such a way as to leave an erroneous or false impression of the known situation. The misrepresentation may be either by word or by deed.

(2) Cheating. Cheating is knowingly taking credit for work that is not one's own. A candidate's individual work or performance must represent their own individual efforts. This is not intended to discourage teamwork or collaboration between candidates during study hours or free time to help in understanding concepts or procedures. Helping another candidate or candidates prepare for an evolution from a knowledge or skill perspective is not cheating.

(3) Stealing. Stealing is to wrongfully take, obtain or withhold property or anything of value from the possession of the true owner with the intention of permanently or temporarily depriving the owner of its use or possession.

b. Reporting. All Navy personnel who witness another service member commit an offense will report the violation to the proper authority.

c. Uniform Code of Military Justice (UCMJ). All candidates upon arrival are subject to the articles of the UCMJ. The UCMJ is federal law, enacted by Congress; it is the standardized bedrock source of military law. Articles 77 through 134 of the UCMJ, known as "punitive articles" are specific offenses which, if violated, can result in punishment by courts-martial.

122. Attrition. Graduation from OCS and earning a Commission in the United States Navy is a privilege, not a right. Candidates may be removed from training for specific incidents or a cumulative pattern of poor performance and subsequently recommended for attrition following a Performance Review Board (PRB). Attrition recommendations will be submitted to the CO for final disposition. Candidates may be placed in Holding Class (H-Class) or Student Pool at the discretion of DOCS while awaiting adjudication.

123. Drop On Request (DOR). Candidates are enrolled in OCS on a voluntary basis and may voluntarily request termination of their training at any time. Anytime a candidate makes a statement such as "I quit" or "DOR", they will be immediately removed from the training environment and referred to the Class Officer. DOR is a very serious matter and should not be confused with Training Time Out (TTO).

- a. If a candidate requests to DOR at any time the candidate will be removed from the training environment and counseled by the Class Officer to determine the reasons for the DOR.
- b. Candidates who DOR will immediately be removed from training. After completion of interviews with the OCS Chain-of-Command, the Candidate will be transferred to Student Pool.

124. Training Time Out (TTO). A TTO will be called when a candidate or staff member has concern for their personal safety or the safety of another or when a candidate requests clarification of procedures or requirements. A TTO is also an appropriate means for a candidate to obtain relief if they are experiencing serious physical discomfort. Conditions that will generally trigger a TTO are chest pain, headache with blurred vision and dizziness, difficulty breathing, or if a staff or student falls during training. Leg cramps, cramp in side, congestion or tiredness do not generally call for a TTO. Following a TTO, a staff member will clarify the situation by providing additional instruction as appropriate. TTO procedures remain in effect throughout the training day.

a. Procedure. A TTO can be requested by stating "Training Time Out", "TTO" or by displaying an appropriate hand or arm signal. When the noise level is such that words may not be easily understood, a signal such as the one used in football (making a "T" with the hands) will be used. A waving of the hands to get attention prior to giving the time out signal may also be necessary. For minor injuries or minor discomfort that DO NOT require an emergent action such as a Health Care Provider, Automated External Defibrillator (AED), Cardio-Pulmonary Resuscitation (CPR), or Base Emergency Medical Services (EMS), locate the closest staff member for assessment and follow-on directions instead of calling a TTO. Safety and well-being is our Top Priority.

b. Refusal To Train. Candidates who refuse to train after receiving training time out instruction or who use a training time out to avoid military training or reinforcement physical training (RPT) will be removed from training and referred to the Class Officer. Refusal to train will result in a PRB. Repeatedly calling a TTO for minor reasons that are not conditions that fall within the TTO bounds will be considered a refusal to train.

125. Hazing

a. Definition. Hazing is defined as any conduct whereby a military member or members, regardless of service or rank, without proper authority causes another military member or members, regardless of service or rank to suffer or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Soliciting or coercing another to perpetrate any such activity is also considered hazing. Hazing need not involve physical contact among or between military members; it can be verbal or psychological in nature. Actual or implied consent to acts of hazing does not eliminate the culpability of the perpetrator.

b. Policy. It is Department of the Navy's (DON) policy that:

(1) Hazing is prohibited and will not be tolerated.

(2) No service member in the DON may engage in hazing or consent to acts of hazing being committed upon them.

(3) No commander or supervisor may, by act, word, deed, or omission, condone or ignore hazing if they know or reasonably should have known that hazing may have or did occur.

(4) It is the responsibility of every service member to ensure that hazing does not occur in any form at any level. Every service member has the responsibility to make the appropriate authorities aware of each violation of this policy.

(5) Commanders or individuals in supervisory positions are responsible for ensuring that all ceremonies and initiations conducted within their organizations or commands comply with policy and participants are treated with dignity and respect during these events.

(6) Reprisal actions against any victim or witness of hazing incidents are strictly prohibited.

c. Hazing Does Not Include: Command-authorized or operational activities, required training to prepare for missions or operations, administrative corrective measures, extra military instruction, athletic events, command-authorized physical training, contests or competitions, and other similar activities that are authorized by the COC.

d. Reporting Requirements. Suspected incidents of hazing will be immediately reported to the Class Officer, DPOCS, DOCS or any OTCN Staff Member and will be investigated. Substantiated incidents of hazing must be reported via Operational Report to the CNO or the Commandant of the Marine Corps.

126. Sexual Assault

a. Definition. Sexual Assault is defined as intentional sexual contact characterized by the use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. Sexual assault includes rape, forcible sodomy (oral or anal sex), and other unwanted sexual contact that is aggravated, abusive or wrongful (including unwanted and inappropriate sexual contact), or attempts to commit these acts. Sexual Assault crimes strike at the health, welfare and dignity of our service members and undermine the readiness of our force.

b. Policy. The goal of the Department of Defense (DoD) is a culture free of sexual assault through an environment of prevention, education and training, response capability, victim

support, reporting procedures, and appropriate accountability that enhances the safety and well-being of all persons.

(1) OTCN recognizes the fundamental need to provide a confidential disclosure process for students to have access to the Restricted Reporting option throughout their training. Therefore, students will not be required to give an explanation or disclose a reason to request access to medical or see a chaplain, if they so choose.

(2) In addition, the DoD Safe Helpline is a crisis support service for victims of sexual assault providing one-on-one support by trained professionals. Candidates will have 24/7 access to this confidential and anonymous helpline through the use of a Sexual Assault Prevention and Response (SAPR) hotline phone located in the prayer/mediation room. The focus is to provide support and resources to service members as well as reinforce a culture where sexual assault is not tolerated.

c. Reporting. The Navy's SAPR Program is designed to meet the needs of the victim. There are two types of reporting options: unrestricted and restricted.

(1) Unrestricted Reporting. Allows a person who is sexually assaulted to access medical treatment and counseling, command involvement and request an official investigation of the allegation.

(2) Restricted Reporting: Allows sexual assault victims to confidentially disclose the assault to specified individuals and receive medical treatment, including emergency care, counseling, and victim advocacy, *without* triggering an official investigation or command notification. The following individuals can maintain a Restricted Report of sexual assault: Sexual Assault Response Coordinator, Victim Advocate, Medical, or Chaplain. Additionally, a close personal confidant may also maintain a restricted report as long as they are not a member of the victim's COC. If individuals not listed above are told about the sexual assault, restricted reporting option cannot be guaranteed.

127. Sexual Harassment. All military and civilian personnel in the DON have a responsibility to maintain high standards of honesty, integrity, and conduct to assure proper performance of business and to maintain public trust. Sexual harassment violates those standards, especially with regard to principles of equal opportunity. Sexual harassment is unacceptable conduct; it debilitates morale, interferes with work productivity and causes serious psychological stress to victims.

a. Definition. Sexual Harassment is a form of sexual discrimination that involves unwelcome sexual advances, requested sexual favors and any other verbal or physical conduct of a sexual nature, when:

(1) Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay or career.

(2) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting this person.

(3) Such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile or offensive environment.

b. Supervisors. Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence or affect the career, pay or work of a military member or civilian employee is engaging in sexual harassment. Similarly, any military member or civilian who makes deliberate or repeated unwelcome verbal comments, gestures or physical contact of a sexual nature is also engaging in sexual harassment.

c. Acceptable Behavior. Acceptable behavior includes non-sexual touching (shaking hands, pat on the shoulder); counseling on military appearance; showing concern or encouragement; or a polite compliment or friendly conversation.

d. Unacceptable Behavior. Examples of unacceptable behavior are violating personal space; whistling; questions about personal life; repeated requests for dates; sexual favors in return for workplace rewards; threats if sexual favors are not provided; sexually explicit pictures or remarks; using status to request dates; obscene letters, jokes, or comments; lewd or suggestive comments, touching or gestures, leering and staring; and offensive language.

e. Blatant Instances of Sexual Harassment. Blatant instances of sexual harassment, such as grabbing or threats, need not be repeated before a formal complaint can be lodged. Failure to report such behavior is a violation of the UCMJ, Article 92.

f. Reporting Requirements. Suspected incidents of sexual harassment will be immediately reported to the Class Officer, DPOCS, DOCS or any OTCN Staff Member. Substantiated incidents of sexual harassment must be reported via Operational Report to the CNO or the Commandant of the Marine Corps.

128. Fraternization: The term traditionally used to identify personal relationships which contravene the customary bounds of acceptable senior-subordinate relationships. Although it has most commonly been applied to officer-enlisted relationships, fraternization also includes improper relationships and social interaction between officer members as well as between enlisted members, regardless of the service affiliation of the other officer or enlisted member, including members of foreign military services.

a. Fraternization also can occur between staff members and students.

b. Fraternalization is punishable under UCMJ Article 134. All members, both senior and subordinate, are accountable for their conduct.

c. Reporting Requirements. Suspected incidents of fraternization will be immediately reported to the Class Officer, DPOCS, DOCS or any OTCN Staff Member.

129. Equal Opportunity (EO). The Navy's EO policy is to ensure that all employees have an equal opportunity in all aspects of employment and are free from discrimination and harassment in any form. It is expected that service members fully support a continuing commitment to exhibiting the highest professional conduct and courtesy in accomplishing its mission. It is the responsibility of every member of the Navy to ensure sexual harassment is prevented and all instances of sexual harassment are dealt with swiftly, fairly and effectively.

a. Ambiguous Situations. Ambiguous situations where intent is not clear require the perceived victim to let either the individual involved or the immediate supervisor know of the situation. The supervisor must approach the alleged perpetrator if the victim requests such action. If the problem is not resolved at this level, then formal action must be taken.

b. Discrimination Complaint (Grievance) Procedures

(1) Policy. The Navy Regulations (NAVREGS) and the Navy's EO Manual mandate that the military workplace be free from discrimination and harassment and that an environment of equal opportunity exists. Grievance procedures exist for the purpose of resolving complaints. There are two general classifications of grievances: informal and formal.

(a) Candidates who perceive they have been discriminated against and/or harassed will attempt to resolve the complaint at the lowest level possible utilizing the COC.

(b) Candidates have the right to be educated on Navy's Grievance Procedures and procedures for appealing decisions.

(c) Candidates have the right to present grievances/ complaints to the command without fear of intimidation, reprisal or harassment.

(d) Candidates also have the right to communicate with the CO regarding their complaint/grievance.

(e) Candidates have the responsibility to advise the command of the specifics of the complaint and to provide the command the opportunity to rectify, remedy or take appropriate action before the complaint/grievance becomes formal and is brought to the attention of higher authorities.

(f) Candidates will submit only legitimate grievances/complaints and exercise caution against immature or reckless charges.

(g) Candidates have the right to seek advice/assistance from the Command Managed Equal Opportunity (CMEO) Advisor and Legal Officer to resolve complaints.

(2) Informal Grievance Procedures

(a) Inform the individual.

(b) Inform the COC of the issue and request to contact the CMEO.

(c) Submit a special request chit for CO's Mast (Three business/working days maximum processing time).

(d) If the resolution of the informal complaint is considered unjust, use a Formal Grievance.

(e) CO's Suggestion Box

(3) Formal Grievance Procedures

(a) Grievances against a superior in the same command, other than the CO, are submitted per the NAVPERS 5354.2 form under NAVREGS Article 1150 using Chapter III, Manual of the Judge Advocate General (JAGMAN). Forms are available at all CMEO poster boards throughout the command.

(b) Grievances against a superior not in the COC, are submitted per NAVREGS Article 1150 and Chapter III of the JAGMAN.

(c) Grievances against the CO are submitted per the Uniform Code of Military Justice (UCMJ), Article 138 complaint using procedures in Chapter III of the JAGMAN.

(4) False Discrimination Complaints. Intentionally filing a false discrimination complaint is a violation of the USCMJ Article 107. Knowingly filing a false discrimination complaint for the purpose of harassment or embarrassment of military personnel will not be tolerated. The Navy applies the same administrative and/or disciplinary actions to those who file false complaints as it does to those who discriminate.

130. Resolving Conflict

a. Definition. Conflict is a disagreement between two or more people that raises serious concerns and needs to be resolved. When conflict is not resolved, serious problems may occur.

b. One of the simplest and most effective methods to resolve conflict is using the Informal Resolution System. The Informal Resolution System enables workplace conflict resolution at the lowest possible level.

c. Options to resolve conflicts include:

(1) Direct approach in writing or in person. When approaching an individual in person, use a courteous manner in trying to resolve the conflict. Do not add to the conflict by being angry. If writing to the individual, state the facts, your feelings about the behavior and an expected resolution.

(2) Informal third party. Request assistance from another person who could serve as a mediator to help solve the conflict.

d. The Navy has formal systems in place to report and resolve cases of discrimination, harassment or other forms of inappropriate behavior if the Informal Resolution System is unsuccessful.

e. If you feel you have been a victim of discrimination, harassment or inappropriate behavior, or require assistance in using the formal resolution system, request to speak with the CMEOW via your class team.

131. Bedrock Standards of Conduct. To maintain the public's confidence in our institutional and individual integrity, all DON personnel will:

a. Avoid any action, whether or not specifically prohibited by the rules of conduct, which might result in or reasonably be expected to create an appearance of:

- (1) Using public office for personal gain,
- (2) Giving preferential treatment to any person or entity,
- (3) Impeding government efficiency or economy,
- (4) Compromising complete independence or impartiality,
- (5) Making a government decision outside of official channels,
- (6) Adversely affecting the public's confidence in the integrity of the government.

b. Not engage in any activity or acquire or retain any financial or association interest which conflicts or appears to conflict with the public interests of the United States.

- c. Not accept gratuities from DoD contractors unless specifically authorized by law or regulation.
- d. Not use their official position to improperly influence any person to provide any personal benefit.
- e. Not use inside information for personal gain.
- f. Not wrongfully use rank, title or position for commercial purposes.
- g. Not accept outside employment or activities incompatible with their duties or which may discredit the Navy.
- h. Never take or use government property or services for other than officially approved purposes.
- i. Not give gifts to superiors or accept them from subordinates when it is inappropriate.
- j. Not conduct official business with persons whose participation in the transaction would violate a law or regulation.
- k. Seek ways to promote efficiency and economy in government operations.
- l. Preserve the public's confidence and trust in the Navy and its personnel.
- m. Become thoroughly familiar with and support Navy Core Values.

CHAPTER 2 OFFICER CANDIDATE SCHOOL ORGANIZATION

SECTION 1 – GENERAL

211. General. OCS is a twelve week program where future leaders are developed through an intense program of officership, academics, physical training (PT), and development. OCS graduates and commissions approximately 1200 new Ensigns annually. The transition from civilian to Naval Officer is not one to be taken lightly. A Naval Officer is a leader who is morally, mentally, and physically sound and discharges his/her duties with the highest levels of character and competence. The highest ideals of Honor, Courage and Commitment serve as the foundation for serving as a professional Naval Officer worthy of special trust and confidence. OCS is a department within OTCN. Also within OTCN is Officer Development School (ODS), Limited Duty Officer/Chief Warrant Officer School (LDO/CWO), Naval Science Institute (NSI), and Direct Commission Officer School (DCO). One of the primary goals of OCS is to develop the leadership and management skills of Officer Candidates. Throughout a candidate's training, leadership development is further achieved by assigning military responsibilities, such as watchstanding duties, to execute the school's daily operations. As with any military organization, Officer Candidates have a structured COC to assist in managing and maintaining the operations at OCS. The OCS organizational structure is described below:

a. **DOCS.** The DOCS is the 6th person in a Candidate's COC. The DOCS is personally responsible for the overall operations, administration and safety of OCS. All OCS staff (including all Class Officers, Recruit Division Commanders (RDCs), and Drill Instructors (DI)) and all OCS students report through DOCS to Commanding Officer, OTCN. DOCS is responsible for the development and monitoring of program curriculum requirements set forth in the Professional Core Competencies. The DOCS monitors student performance to ensure all requirements for graduation and commissioning are met.

b. **DPOCS.** The DPOCS is the 5th person in a Candidate's COC and is second in OCS only to DOCS. The DPOCS oversees daily operations, administration and safety of OCS, works closely with OCS Leading Chief Petty Officer (LCPO) and Chief DI to ensure procedural compliance with this OCR and that the high standards of OCS are enforced. The DPOCS additionally may serve as the H-Class and/or Medical Hold (MEDHOLD) Class Officer.

c. **LCO.** The LCO is the 4th person in an OCS Candidate's COC. The LCO is responsible for the execution of training, administration, discipline, conduct and general performance of assigned staff and candidates. The LCO serves as a principal assistant to DOCS and DPOCS and monitors all indoctrination week evolutions, Physical Fitness Assessments (PFA), and Military Training Tests (MTT). The LCO additionally may serve as the H-Class and/or MEDHOLD Class Officer.

d. Class Officer. The Class Officer is the 3rd person in a Candidate's COC and is the senior member of the Class Team. The Class Officer is personally responsible and accountable for every aspect of class development; safety, training, discipline, integrity, conduct and general performance of assigned candidates from the reporting date through graduation and commissioning. The Class Officer's role and involvement is constant, but becomes most critical in the latter part of "applied leadership" training. Class Officer supervision and guidance is especially needed during Candidate Officer Phase of training when the Candidate Officers run the day-to-day operations of the Regiment and are preparing for graduation and commissioning. The Class Officer is responsible and accountable for the overall effectiveness and teamwork of the class team.

e. Class RDC. The Class RDC is the 2nd person in a Candidate's COC. RDC's will be addressed as "Class Chief Petty Officer, Rank Last Name, USN" (i.e. Class Chief Petty Officer, Senior Chief Petty Officer Smith, USN). Candidates will respond to orders or questions with their rank (i.e. Aye-Aye Chief/Senior Chief). RDC's indoctrinate candidates in basic military procedures and adapt the students to the military lifestyle and intense environment expected during fleet assignment. RDC's instill discipline through their exemplary personal example and serve as instructors for militarization, leadership, physical fitness, general military knowledge, military duties, watch standing, senior enlisted mentorship, uniform, and customs and courtesies for candidates.

f. Class DI. The Class DI is the 2nd person in a Candidate's COC. DI's will be addressed as "Class Drill Instructor, Rank Last Name, USMC" (i.e. Class Drill Instructor, Gunnery Sergeant Smith, USMC). Candidates will respond to orders or questions with their rank (i.e. Aye-Aye Staff Sergeant/Gunnery Sergeant). DI's provide militarization, physical fitness, and ceremonial drill training to Officer Candidates adapting them to the military lifestyle and intense environment expected during future operational assignments. Drill Instructors instill discipline through their exemplary personal example and superior military bearing.

g. Section Leader. The Section Leader is the 1st person in a Candidate's COC. The Section Leader is a member of the class and will change daily. The duties of the Section Leader are described in Section 223.

212. The Regiment. The Regiment is the Candidate Officer run COC consisting of all Officer Candidates. Indoctrination Candidates are not considered part of the Regiment until completion of First Friday.

213. The OCS Class. The candidate's organizational unit at OCS is the OCS class. Each class will be comprised of one or more companies. When candidates arrive at OCS, they are assigned to a company within the class. Completion of OCS with the initially assigned company requires the candidate to successfully complete the entire training curriculum as the company progresses through the training program.

214. Training Phases. Candidates transition through three training phases: Indoctrination Phase, Officer Candidate Phase, and Candidate Officer/Applied Leadership Phase.

a. Indoctrination Phase consists of the first three weeks of training. The focus of this phase is to introduce candidates to the profession of arms: instilling discipline, military bearing, attention to detail, and building unit cohesion. The first week of Indoctrination phase is Admin Week. The focus of Admin Week is to perform the majority of the administrative requirements to include medical and dental screenings, test the student's physical capabilities by administering the Initial Strength Test and to prepare the students for their endeavor to perform and graduate from the OCS program. Admin Week begins upon check-in/arrival on Sunday. During Admin Week, candidates are introduced to PT, fitted for their initial uniform issue, and provided the basic course requirements and guidelines. During the next two weeks of Indoctrination Phase, candidates learn that motivation and drive are essential to succeed in a physically and mentally demanding training environment. Throughout Indoctrination Phase, Candidates learn the importance of followership. Weeks two and three of Indoctrination Phase are dedicated to instructing candidates on drill, instilling military bearing and values, and placing emphasis on PT. Training and instruction in this phase culminates with the MTT: Room, Locker, and Personnel Inspection (RLP) and General Quarters. Introduction to academics and leadership starts at the beginning of week 3 with Leadership and Management. All indoctrination training will be conducted by OCS staff with the support of the Candidate Officer Staff.

(1) Indoctrination Phase consists of the following training evolutions:

- (a) Check-in
- (b) Initial Strength Test (IST)
- (c) First Friday
- (d) Fast Cruise
- (e) RLP
- (f) General Quarters

(2) Candidates will be referred to as Indoctrination Candidates until they have completed General Quarters.

b. Officer Candidate Phase. Officer Candidate Phase starts the Friday of week three following General Quarters. The focus of this phase is primarily academic in support of meeting the professional core competencies required for graduation. Officership and the instilling of discipline will continue while leadership and teamwork are developed. During this phase students will be taught Leadership and Ethics, Leadership and Management, Engineering and Weapons, Naval History, Naval Orientation and Warfare, Navigation, Naval Operations and Seamanship. Candidates will also continue events that instill discipline and build confidence culminating in the Capstone Event. Candidates will be referred to as Officer Candidates upon completion of General Quarters until successful completion of the Capstone Event.

(1) During this phase, candidates compete for individual and company awards and class standing. At the end of the Officer Candidate Phase, candidates are selected by the Class Officer for regimental billet assignments as Candidate Officers based on their class standing.

(2) The focus in this phase of training is primarily leadership, followership, academics and militarization. Candidates within this phase of training will be given study hours every day of the week during the hours of 1800 – taps. The only authorized activities during study hours are:

- (a) Study time related to any academic class that is part of the OCS curriculum
- (b) Drill Practice until completion of Drill Competition
- (c) Regimental sweepers/Field Day
- (d) Personal hygiene
- (e) Any overlapping evening chow periods
- (f) Emergencies
- (g) Working Parties approved by Class Officer, or as directed by the OTCN Command Duty Officer (CDO)
- (h) Assigned Watches
- (i) Activities approved by the Class Officer

c. Candidate Officer/Applied Leadership Phase. Candidate Officer Phase begins after 9th week Capstone Event and continues until the 12th week Graduation Ceremony. Candidates in this phase will be referred to as Candidate Officers. The focus of this phase is to allow candidates the opportunity to apply the leadership attributes they learned during Indoctrination Phase and Officer Candidate Phase through the daily administration of the OCS regiment. Candidate Officers are encouraged to interact with commissioned OTCN staff in a professional manner that reflects a realistic junior-senior relationship. Interaction between OTCN senior enlisted staff and Candidate Officers should be in the spirit of mentorship to further help them transition into Junior Officers. Candidate Officers will set the example for all other junior OCS classes.

215. H-Class. Candidates who have been removed from any phase of training for reasons involving academic or pass/fail events, temporary medical conditions, insufficient progress, disciplinary infractions, or administrative reasons may be placed in H-Class until cleared to continue training.

a. Billets. H-Class will have a President and Vice President (VP) on a permanent basis and a daily Section Leader. Only the Class Team can relieve assigned positions.

b. Re-entering Training. H-Class candidates will re-enter training as determined by the DOCS, or DPOCS. All candidates must take a PFA and obtain the minimum passing score based on the level of training they have completed prior to exiting H-Class.

c. Second IST or PFA failures may be disenrolled.

216. MEDHOLD Class. A Candidate is assigned to MEDHOLD when expected recovery time exceeds 30 days or remaining in the OCS training environment is unsafe. Prior to exiting MEDHOLD, candidates must be cleared fit for full duty by medical staff. If a candidate moves directly to a class, the candidate must pass a graded PFA with the minimum passing score based on the level of training they have completed. A candidate may be moved to H-Class in preparation of re-entering training as directed by the DPOCS.

217. Student Pool Division. A candidate is assigned to OTCN Student Pool Division upon removal from training or following graduation while awaiting Commissioning. The candidate will be transferred to OTCN Facilities Department until out processing is complete.

a. Removal from Candidate Status. OCS candidates classified under one of the below categories will be removed from candidate status immediately:

(1) Drop on Request (DOR). If a DOR has been requested, the individual will be interviewed by the Class Team, LCO, DPOCS, DOCS, and XO prior to the CO's interview for final approval of the request. After-hours DORs will immediately transfer to a DOR room. Those students remain assigned to and accounted for by OCS until officially signed out of OCS by DOCS. Following interviews with the OCS COC the candidate will be transferred to student pool.

(2) Not Physically Qualified (NPQ). If a Candidate is determined to be NPQ, OTCN staff may pursue a medical waiver or re-designation. When a medical waiver or re-designation cannot be attained, NPQ individuals will be transferred to Student Pool.

(3) Attrition. Candidates may be removed from training for poor performance and subsequently recommended for attrition following a PRB. Attrition recommendations will be submitted to the Commanding Officer for final disposition. Candidates may be placed in H-Class or Student Pool at the discretion of DOCS while awaiting the CO's decision. Attrition candidates will be transferred to Student Pool.

218. Candidate Titles. All students in training at OCS will be referred to only by their title and/or last name.

- a. Indoctrination Candidates. Students will hold the title of Indoctrination Candidate upon check in until they have completed General Quarters.
- b. Officer Candidates. Students will hold the title of Officer Candidate upon the successful completion of General Quarters until the successful completion of the Capstone Event.
- c. Candidate Officers. Students will hold the title of Candidate Officer upon the successful completion of the Capstone Event until they have commissioned as Naval Officers.

SECTION 2 – BILLETS

221. Organization

- a. During the Indoctrination phase, the candidate organization shown in figure 2-1, is established within the company. This organization continues throughout Officer Candidate Phase. The company is ultimately responsible to the Class Team.

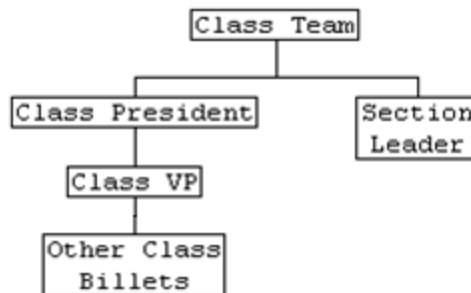


Figure 2-1

- b. Candidate Officer organization and the COC are shown in Figure 2-2. During the Candidate Officer phase, the Class Team remains the primary liaison with the class; however, the class works with and receives guidance from the entire OCS staff.

222. General

- a. Assumption of Duties. Due to the nature of training at OCS, it is sometimes necessary for leadership to be absent from the training area. It is imperative that the established COC remain intact at all times. Personnel assuming duties of a billet for an interim period are prohibited from establishing new or changing existing policies. They will be responsible for carrying out the formal duties and functions of their assumed positions only.
- b. Delegation. Candidate Officers may, in appropriate circumstances, delegate assigned duties, however as inherent at all echelons of command, they retain accountability for those duties.

223. Class Billets

a. There will be no billets during the first week of training. The company will decide billets after First Friday and forward their recommendation via the Class Team to the Class Officer for final approval. Only the Class Officer may remove a candidate from his/her billet.

(1) President. The President is selected by the company and approved by the Class Officer. The President is charged with the overall responsibility for the efficient organization, administration, and operation of the company. The President acts as the link between the Class Team and the company and is charged with reporting the daily status of the company to the Class Officer. The President is also responsible for ensuring the Section Leader is prepared to assume the duties described below. The President will ensure the Class Team is informed of any RPT supervised by any staff member other than the Class Team, and ANY RPT within the previous hour prior to drill or instructional periods.

(2) VP. The VP is selected by the company and approved by the Class Officer. The VP is the assistant to the President and assumes the duties of the President during their absence.

(3) Adjutant. The Adjutant is selected by the company and approved by the Class Officer. The Adjutant is responsible for the administration and submission of all required reports, including the daily muster, sick call and med down reports. The Adjutant is charged with keeping up to date files including company scores on PFAs, MTTs, and Academic tests. The Adjutant will complete other administrative duties as needed or assigned.

(4) Medical Body (Med Body). The Med Body is selected by the company and approved by the Class Officer. The Med Body will assist the Adjutant. The Med Body is charged with keeping track of all appointments, submitting Light Duty (LD) / Sick in Quarter's (SIQ) chits and reporting conflicts between appointments and mandatory events. The Med Body will complete other administrative duties as needed or assigned.

(5) First Lieutenant. The First Lieutenant is selected by the company and approved by the Class Team. The First Lieutenant is responsible for ensuring that the cleanliness of the company spaces and adjacent passageways is maintained. The First Lieutenant will make and supervise all cleaning assignments, ensuring that assigned cleaning tasks are completed, supply lockers are clean and orderly, and all maintenance discrepancies are reported to the Class Team for action. The First Lieutenant will report to the Battalion or Regimental First Lieutenant as ordered.

(6) Watchbill Coordinator. The Watchbill Coordinator is selected by the company and approved by the Class Team. The Watchbill Coordinator is responsible for coordinating and scheduling watches stood by members of their company. The Watchbill Coordinator will also ensure that all watchstanders are qualified, have been briefed on watchstanding procedures, and

report to all watches on time and in a properly maintained uniform. The Watchbill Coordinator will report to the Regimental Watchbill Coordinator as ordered.

(7) RLP/Inspection Body. The RLP/Inspection Body is selected by the Class Team. The RLP/Inspection Body is responsible for ensuring the preparedness and uniformity of the company for all inspections. All questions for the Class Team regarding inspection preparation should be directed through the RLP/Inspection Body.

(8) Drill Body. The Drill Body is selected by the Class Team. The Drill Body is responsible for reviewing drill procedures and holding extra drill practice for the company. The Drill Body must be proficient in rifle drill and marching. All questions regarding drill should be directed to the Class Drill Instructor via the Drill Body.

(9) PT Body. The PT Body is selected by the Class Team. The PT Body is responsible for ensuring that all members of the company are progressing towards achieving an improved score on the PRT. The PT Body will conduct warm-up and cool-down stretches as directed.

(10) Mail Body. The Mail Body is selected by the company and approved by the Class Team. The Mail Body will be designated a Mail Orderly by the OTCN Mail Office. Their duties include collecting outgoing mail from members of the company and delivering it daily to the outgoing mailbox. The Mail Body will ensure that all mail incorrectly delivered to their company is returned to the outgoing mailbox.

(11) Linen Body. The Linen Body is selected by the company and approved by the Class Team. The Linen Body is responsible for collecting bed linens from members of the company on linen collection day as well as sorting, counting and delivering the linens to designated laundry pick up. The Linen Body also receives company linens from Regimental Supply on linen collection day and delivers them to the company.

(12) Conduct Body. The Conduct Body is selected by the company and approved by the Class Team. The Conduct Body is responsible for coordinating with the Regimental Conduct Officer for the completion of demerits and the tracking of all conduct deficient candidates.

(13) Treasurer. The Treasurer is selected by the company and approved by the Class Team. The Treasurer collects and accounts for all funds to pay for class emblematics, student staff challenge, pre graduation reception and other items paid for by the class.

(14) Regimental Academic Liaison. The Regimental Academic Liaison is responsible for serving as a conduit between the students and academic staff. They will ensure that Company Knowledge Bodies are informed of their academic schedule, provide assistance and guidance on preparation and study materials, coordinate with Battalion Staff to hold academic tutoring and study sessions, and be a single point of contact for documents on the student drive for studies. The Regimental Academic Liaison will:

(a) Coordinate with the Regimental Adjutant (REGADJ) to promulgate academic schedules and syllabi to the respective companies.

(b) Ensure study materials (power point print outs, handouts, study guides) are made available to students via their respective knowledge body.

(c) Work directly with Battalion Sub-Commanders to facilitate study and tutoring sessions.

(d) Be responsible for the management of the study material on the student drive (i.e. ensure the material present is adequate, correct, relevant, helpful, and protective of test security).

(e) Qualification Requirement: Finished in the top 10% of their class in the field of academics.

(15) Section Leader. The Section Leader is responsible for the daily operation and administration of the company. The Section Leader is the direct representative of the Class Team. The Section Leader is a rotating 24-hour duty that changes daily at 0500.

(a) Purpose. The Section Leader watch provides candidates an opportunity to manage people and assets and provides an important leadership development tool. All candidates will stand Section Leader and it is important that candidates utilize this opportunity to apply and develop their leadership skills. The Section Leader will exhibit professionalism and exemplary leadership at all times. They will:

1. Lead by example.
2. Delegate authority as appropriate. (You may delegate authority, but not responsibility.)
3. Be fair, but firm.
4. Obey orders and ensure orders are obeyed.
5. Build company spirit and professionalism in all activities, particularly in professional competition.

(b) Duties and Responsibilities. Specific duties include:

1. Ensure complete compliance with the OCR.

2. Ensure communications are passed to all members of the company, whether from the Class Team or other members of the COC.

3. Report all RPT within the previous hour to the Class Team prior to any drill or instructional period.

4. Report any unusual occurrence (e.g. hospitalization, emergency leave, etc.) to the Class Team. In addition, reports will be made to the OCS Officer of the Deck (OOD) (Nimitz Hall OOD) after normal working hours. The COC will be followed at all times (i.e. Section Leader, DI/Class Chief Petty Officer, Class Officer, etc.).

5. Report the movements of the class to the Class Team as directed.

6. Know the count and location of all members of the company at all time.

7. Ensure that all reports are submitted on time and are accurate, including the following:

a. Muster reports – Prior to 2200 the previous night.

b. Reports required by the COC.

8. Ensure that the class is on time to all training evolutions.

9. Ensure that proper decorum and military bearing is maintained. Any deviation from proper military bearing will be reported to the Class Team.

10. Assist the First Lieutenant in ensuring that assigned spaces are clean.

11. Supervise candidates while marching. When going to and from class and crossing a road, post road guards prior to crossing the road.

12. Organize and supervise cleaning details.

13. Report any maintenance discrepancies (lights, plumbing, etc.) to the First Lieutenant.

14. Read the OCS Plan of the Day (POD) to the company and post on the company bulletin board.

15. Conduct a proper turnover and a face to face watch relief with the oncoming Section Leader.

(c) Reporting. The OCS Company Section Leader's primary reporting responsibility is to the Class Officer. When Regimental business or duties are required, the Section Leader will receive guidance and report to the Class Liaison or Battalion Sub-Commander (see Figure 2-2).

1. Indoctrination Class Section Leader. The Indoctrination Class Section Leader will report to and receive guidance from the Indoctrination Staff and the Class Team.

2. H-Class Section Leader. The H-Class Section Leader will report to the H-Class Staff Candidate Officers. The H-Class Section Leader will receive guidance from the OTCN Staff members assigned as the H-Class Team.

OCS REGIMENTAL ORGANIZATIONAL CHART

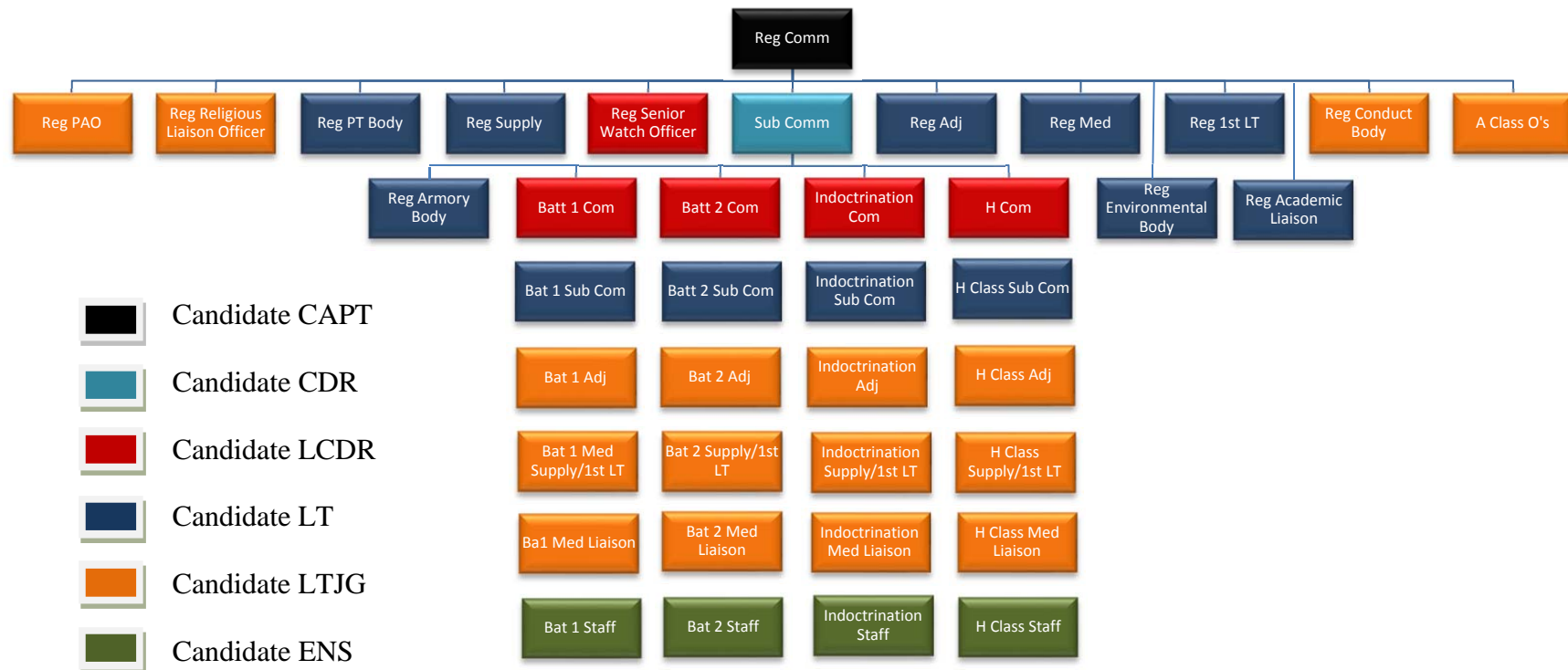


Figure 2-2

224. Candidate Officer/Applied Leadership Phase Billets

a. Assumption of Duties. During the absence of any REGCOM, the Sub-Commander will assume their duties. In the absence of the Sub-Commander, the Adjutant will assume those duties and so on following the organizational chart and rank structure. In all cases those duties will be assumed until relieved by competent authority.

b. Pass Down Folders. Comprehensive pass-down folders will be maintained by all Candidate Officer billet holders and will be turned over to the Candidate Officer that relieves them.

c. Personal Qualification Standard. Candidates will complete a qualification for their assigned billet prior to relief. While the qualifying of some Candidate Officer billets may be delegated, the Class Officer remains the overall qualification authority and will personally qualify all billets of the Candidate Lieutenant Commander rank and above.

d. Execution of Duties. All billet holders on the Battalion, Indoctrination, and H-Class staffs will report to their respective Sub-Commander for staff duties. Those candidates holding billets that have a Regimental staff counterpart will report to them for specific job responsibilities. For example, the Battalion Supply Body will report to the Regimental Supply Body for supply issues, but will report to the Battalion Sub Commander for all other duties.

e. Regimental Billets

(1) Regimental Commander (REGCOM). The REGCOM is charged with the overall responsibility for the efficient organization, administration, and operation of the Regiment. The Class Officer for the Candidate Officer Class will guide the REGCOM with performing their duties.

(a) Duties and Responsibilities. The REGCOM will:

1. Delegate duties and authority to members of the Regimental Staff and Battalion, Indoctrination and H Commander as necessary to carry out the daily routine of the Regiment.

2. Meet with the Regimental Sub-Commander (REGSUBCOM), the Battalion Commanders, the Indoctrination Commander(s) and the H-Commander to prepare a list of goals to be accomplished during the Candidate Officer phase. This list will be presented to the Class Officer during the first staff meeting in the Candidate Officer phase. The Class Officer will provide guidance and recommendations on how to attain the goals.

3. Ensure all Regimental formations, drills and meetings are conducted punctually and in a military manner.

4. Maintain established standards of performance and discipline.
5. Disseminate all orders, directives and policies from higher authority to the Regiment using the proper COC, ensuring their prompt and efficient compliance.
6. Ensure muster reports are submitted as required.
7. Assign and revise as necessary the uniform of the day for the regiment.
8. Conduct Regimental Quarters as scheduled in the Course Master Schedule.
9. Perform other duties as assigned.

(b) Reporting. The REGCOM is responsible to the DOCS via the Class Officer for the daily activities of the Regiment.

(2) REGSUBCOM. The REGSUBCOM functions as an executive to the REGCOM. The Regimental REGSUBCOM is specifically charged with executing the orders of the REGCOM and coordinating and supervising the performance and administration of the Regiment as a whole. Their duties include matters pertaining to discipline, training, drill, watches and morale (including rights and privileges) of Officer Candidates. They are responsible for the execution of the POD and all watchstanding within the Regiment.

(a) Duties and Responsibilities. The REGSUBCOM will:

1. Supervise and coordinate the activities of their staff.
2. Coordinate evolutions with the Battalion Commanders and staff.
3. During the absence of the REGCOM, the REGSUBCOM will assume the duties as acting REGCOM until relieved by competent authority.
4. Responsible for proper coordination and cleanliness of Nimitz Hall and OCS spaces along with Regimental First Lieutenant.
5. Perform other duties as assigned.

(b) Reporting. The REGSUBCOM reports to the REGCOM. The Regimental staff and all Battalion Commanders report to the REGSUBCOM on all matters pertaining to the Regiment.

(3) REGADJ. The REGADJ functions as an executive assistant to the REGCOM for all evolutions and required reports.

(a) Duties and responsibilities. The REGADJ will:

1. Coordinate training evolutions within the Regiment.
2. Issue and disseminate directives and policies to the Regiment.
3. Formulate plans and schedules as required.
4. Prepare Regimental inspection schedules.
5. Report on the administrative policies and procedures of the Regiment.
6. Maintain permanent rosters of all classes and submit a daily Regimental Muster report to the OCS LCPO and any other staff as directed.
7. Perform other duties as assigned.

(b) Reporting. The REGADJ reports to the REGCOM. All Battalion Adjutants report to the REGADJ on matters pertaining to their billet.

(4) Regimental Watch Bill Coordinator. The Regimental Watch Bill Coordinator is responsible for ensuring watchstanding qualification and scheduling watches stood by the regiment.

(a) Duties and Responsibilities. The Watchbill Coordinator will:

1. Ensure all watchstanders are qualified.
2. Ensure all watchstanders have been briefed on watch standing procedures.
3. Ensure all watchstanders report to all watches on time and in a properly maintained uniform.
4. Prepare the Regimental Watchbill, submit to the OTCN Student Watchbill Coordinator for approval, and disseminate to the Regiment.
5. Perform other duties as assigned.

(b) Reporting. The Regimental Watchbill Coordinator will report to the OTCN Student Watchbill Coordinator on all matters concerning watch standing. The Regimental Watchbill Coordinator will report to the REGCOM for all other matters.

(5) Regimental Supply Officer. The Regimental Supply Officer is responsible for the handling and distribution of materials used by the regiment.

(a) Duties and Responsibilities. The Regimental Supply Officer will:

1. Supervise and coordinate the requisition, receipt, stowage, handling, and distribution of materials used by the Regiment.
2. Supervise the inventory, turn-in and issue of all linens/blankets. Submit weekly linen inventory reports to the OCS LCPO.
3. Account for, issue, and request requisition of replacement cleaning supplies.
4. Function as the Assistant Armory Officer
5. Perform other duties as assigned.

(b) Reporting. The Regimental Supply Officer reports to the REGCOM. All requisitions will be submitted to and approved by the LCO. All Battalion Supply billets report to the Regimental Supply Officer on matters of supply.

(6) Regimental First Lieutenant. The Regimental First Lieutenant is responsible for the material condition and cleanliness of OCS regimental spaces and adjacent grounds.

(a) Duties and responsibilities. The Regimental First Lieutenant will:

1. Coordinate the Regimental cleaning bill with subordinate First Lieutenants to ensure the cleanliness and material condition of all assigned spaces (classrooms) and grounds.
2. Inspect all OCS spaces and grounds at least daily, taking corrective action when necessary. Inclement weather will require more than the daily sweepers in order to maintain cleanliness.
3. Maintain a master discrepancy log and make reports to the OTCN facilities manager regarding discrepancies in the material condition of OCS spaces and grounds.
4. Assist the Regimental Supply Officer in accounting for, ordering and issuing cleaning supplies.

5. Ensure curtains are properly displayed and windows are closed throughout Nimitz Hall unless directed otherwise by OTCN Facilities.

6. Order printer paper through OTCN Facilities and stock OCS Staff Offices.

7. Perform other duties as assigned.

(b) Reporting. The Regimental First Lieutenant reports to the REGCOM. The Regimental First Lieutenant will seek guidance from and coordinate responsibilities with the OTCN Facilities Manager. Battalion First Lieutenants report to the Regimental First Lieutenant.

(7) Regimental Medical Liaison Officer. The Regimental Medical Liaison Officer is responsible for all medical requirements for students assigned to the Regiment. It is extremely important to safeguard all Personal Identifiable Information (PII) and Health Insurance Portability and Accountability Act (HIPAA).

(a) Duties and Responsibilities. The Regimental Medical Liaison Officer will:

1. Coordinate all sick call for the regiment.

2. Emergent medical needs will be immediately brought to the attention of the entire Class Team. After hours inform the CDO. In the absence of the Class Team or CDO, notify another staff member.

3. Coordinate and manage medical appointments through the OTCN Staff Medical Liaison.

4. Perform other duties as assigned.

(b) Reporting. The Medical Liaison Officer reports to the REGCOM. The Battalion, Indoctrination, H-Class and OCS Class Medical Bodies will report to the Regimental Medical Liaison Officer on all matters of medical care.

(8) Regimental PT Body. The Regimental PT Body is responsible to the OCS Staff PT coordinator for all matters regarding PT.

(a) Duties and Responsibilities. The Regimental PT Body will:

1. Disseminate the PT uniform throughout the regiment per the OCS Staff PT Coordinator.

2. Set up and secure all equipment necessary for conducting morning PT.

3. Distribute and collect hand held radios to staff members.
4. Ensure first aid/AED equipment, extra canteens, and properly prepared ice buckets and sheets are available as required.
5. Ensure availability of road guards, PT vans, and PT van drivers.
6. Lead the regiment in warm up exercises.
7. Submit the PT muster to the OCS Staff PT Coordinator.
8. Ensure availability of cellphones, vests, and bull horn for staff Safety Observer/AED operators.
9. Perform other duties as assigned.

(b) Reporting. The Regimental PT body reports to the OCS staff PT coordinator on all matters regarding PT; the on-site Safety Observer for any safety related issues/concerns; and the REGCOM for all other matters.

(9) Regimental Religious Liaison Officer. The Regimental Religious Liaison Officer will serve as a liaison between the OTCN Chaplain and the Regiment.

(a) Duties and Responsibilities. The Religious Liaison Officer will:

1. Collect, submit, and route all special request chits through the COC for off-base religious services.
2. Coordinate the time and place for candidates mustering for on and off base religious services.
3. Coordinate transportation with the Regiment and CDO for off-base religious services.
4. Ensure box lunches are ordered for all candidates who are expected to miss Ney Hall chow times due to attending off-base services.
5. Perform other duties as assigned.

(b) Reporting. The Regimental Religious Liaison Officer reports to the REGSUBCOM.

(10) Regimental Public Affairs Officer (PAO). The Regimental PAO will serve as an assistant to the OTCN staff PAO in the photo/video documentation of daily operations at OCS.

(a) Duties and Responsibilities. The Regimental PAO will:

1. Take photographs and video of OCS evolutions as directed by the OTCN staff PAO.

2. Maintain the camera check out log in the OTCN PAO office.

3. Distribute and collect Fleet Home Town News Release Forms for their class and turn them into the OTCN PAO for processing and release.

4. Assist the OTCN PAO on special projects and other matters regarding public affairs.

5. Perform other duties as specified.

(b) Reporting. The Regimental PAO will report to the OTCN PAO regarding all matters related to public affairs. The Regimental PAO will report to the REGCOM regarding all other matters.

(11) Regimental Conduct Body (RCB). The RCB is responsible for tracking and reporting all conduct related issues. The Conduct system from initial deficiency processing through a candidate's removal from Conduct Deficient status falls under the cognizance of the RCB.

(a) Duties and Responsibilities. The RCB will:

1. Coordinate all musters for Conduct Deficient candidates.

2. Coordinate all times allotted for the completion of demerit work off.

3. Process Demerit Documentation forms as directed by OCS staff.

4. Execute the conduct review system as specified in Chapter 4.

5. Perform other duties as specified.

(b) Reporting. The RCB will report to the REGCOM. OCS Class Conduct Bodies will report to the RCB on all matters of conduct.

(12) Regimental Environmental Body. The primary job of the Regimental Environmental Body is to assist OCS staff with informing students to properly dispense their trash to appropriate dumpsters by enforcing students to adhere to OTCN and Naval Station Newport's (NAVSTA Newport) waste disposal policies. The Regimental Environmental Body reports to the Regimental Sub Commander.

(13) Regimental Armory Body. The primary job of the Regimental Armory Body is to maintain accountability and an accurate inventory of the swords and drill rifles stored in the Nimitz Hall Armory. The Regimental Armory Body reports to the REGSUBCOM.

(a) Issue and receive all weapons and swords to Candidates.

(b) Generate an Armory Access List and submit weekly Armory Inventory reports to the Class DI.

(14) Assistant Class Officer. The Assistant Class Officer will perform as an assistant to their assigned Class Officer and execute administrative duties pertaining to assigned classes. Assistant Class Officers will support Regimental activities whenever not otherwise directed by their assigned Class Officer. Assistant Class Officers report to their assigned Class Officer for matters regarding their billet. For all other matters they will report to the REGCOM.

(15) Regimental Staff. The primary job of Regimental staff is to assist the REGCOM in the daily operation of the Regiment. Regimental Staff report to the REGSUBCOM

(16) Battalion Commander. The Battalion Commander is charged with overall responsibility for the efficient organization, administration, and operation of their Battalion. The Class Officer will guide the Battalion Commander in the execution of their duties.

(a) Duties and Responsibilities. The Battalion Commander will:

1. Delegate duties and authority to members of the Battalion staff as necessary to carry out the routine of the Battalion.

2. Ensure all Battalion formations, drills, and meetings are conducted punctually and in a military manner.

3. Maintain established standards of performance and discipline.

4. Forward recommendations to the Class Officer for disciplinary matters or meritorious comments concerning members of the Battalion.

5. Disseminate all orders, directives, and policies from higher authority to the Battalion using the proper COC, ensuring their prompt and efficient compliance.

6. Make frequent tours of Battalion spaces to ensure students are conducting themselves in accordance with the OCR and other established regulations, and to ensure material conditions are maintained to a high standard.

7. Ensure Battalion muster reports are submitted as required.

8. Be thoroughly familiar with watch guides.

9. Perform other duties as assigned.

(b) Reporting. The Battalion Commander reports to the REGSUBCOM.

(17) Battalion Sub-Commander. The Battalion Sub-Commander functions as an executive to the Battalion Commander. The Battalion Sub-Commander is specifically charged with executing the orders of the Battalion Commander and with coordinating and supervising the performance and administration of the Battalion as a whole including matters pertaining to discipline, training, drill, watches, and morale (including rights and privileges) of Officer Candidates in the Battalion.

(a) Duties and Responsibilities. The Battalion Sub-Commander will:

1. Supervise and coordinate the activities of the Battalion staff.

2. Serve as Senior Watch Officer (SWO) of the Battalion, provide watch bill inputs for the Battalion, and ensure proper qualification of Battalion watchstanders.

3. During the absence of the Battalion Commander, the Battalion Sub-Commander will assume the duties as acting Battalion Commander until relieved by the Battalion Commander or higher authority.

4. Perform other duties as assigned.

(b) Reporting. The Battalion Sub-Commander reports to the Battalion Commander. The Battalion staff reports to the Battalion Sub-Commander on all matters pertaining to the Battalion.

(18) Battalion Adjutant. The Battalion Adjutant functions as an executive assistant to the Battalion Sub-Commander for all evolutions and required reports.

(a) Duties and Responsibilities. The Battalion Adjutant will:

1. Coordinate training evolutions within the Battalion.

2. Issue and disseminate directives and policies to the Battalion.
3. Formulate plans and schedules.
4. Report administrative policies and procedures of the Battalion.
5. Prepare and maintain permanent battalion class rosters.
6. Perform other duties as assigned.

(b) Reporting. The Battalion Adjutant reports to the REGADJ regarding matters pertaining to their billet. The Battalion Adjutant reports to the Battalion Sub-Commander regarding all other matters.

(19) Battalion Supply Officer. The Battalion Supply Officer is responsible to the Battalion Sub-Commander for the handling and distribution materials used by the Battalion.

(a) Duties and Responsibilities. The Battalion Supply Officer will:

1. Supervise the inventory, receipt, handling, distribution, proper stowage and disposal of materials used by the Battalion.
2. Work in conjunction with the Battalion First Lieutenant.
3. Perform other duties as assigned.

(b) Reporting. The Battalion Supply Officer reports to the Regimental Supply Officer on all matters pertaining to their billet. The Battalion Supply Officer reports to the Battalion Sub-Commander regarding all other matters.

(20) Battalion First Lieutenant. The Battalion First Lieutenant is responsible for the cleanliness and material condition of Battalion spaces and adjacent areas.

(a) Duties and Responsibilities. The Battalion First Lieutenant will:

1. Coordinate and supervise Battalion cleaning bills to ensure the cleanliness and material maintenance of all assigned spaces and grounds. Supervise OCS Class First Lieutenants assigned to the Battalion in the cleaning of their assigned spaces.
2. Inspect assigned spaces daily and take corrective action when necessary.
3. Make natural condition discrepancy reports to the Regimental First Lieutenant.

4. Perform other duties as assigned.

(b) Reporting. The Battalion First Lieutenant reports to the Regimental First Lieutenant on matters pertaining to their billet. The Battalion First Lieutenant will report to the Battalion Sub-Commander on all other matters. Class First Lieutenants report to their Battalion First Lieutenant on matters of cleanliness and material condition.

(21) Battalion Staff. The primary job of the Battalion staff is to assist the Battalion Commander in the daily operation of the Battalion. This does not preclude Battalion Staff from assisting the REGSUBCOM in the daily operation of the Regiment. Battalion Staff report to their Battalion Sub-Commander.

(22) Indoctrination Commander. The Indoctrination Commander is charged with overall responsibility for the efficient organization, administration, and operation of the Indoctrination Class. The Indoctrination Class Team will guide and supervise the Indoctrination Commander in the execution of their duties.

(a) Duties and Responsibilities. The Indoctrination Commander will:

1. Ensure all facilities, equipment and administrative paper work are prepared for receiving the newly arriving OCS class on check in Sunday.

2. Ensure Candidate Officers involved with the indoctrination process for the new OCS class have been properly briefed by the graduating Candidate Officers and the Indoctrination Class Team on check in procedures and proper conduct with Indoctrination Candidates.

3. Delegate duties and authority to members of the Indoctrination Staff as necessary to carry out the indoctrination routine.

4. Ensure all Indoctrination formations, drills, and meetings are conducted punctually and in a military manner.

5. Maintain established standards of performance.

6. Forward recommendations to the Class Officer for disciplinary matters or meritorious comments concerning members of the Indoctrination Class.

7. Disseminate all orders, directives and policies from higher authority to the Indoctrination class using the proper COC ensuring their prompt and efficient compliance.

8. Ensure muster reports are submitted as required.

9. Perform other duties as assigned.

(b) Reporting. The Indoctrination Commander reports to the Indoctrination Class Team on all matters regarding the Indoctrination Class. The Indoctrination Commander will report to the REGSUBCOM on all other matters.

(23) Indoctrination Sub-Commander. The Indoctrination Sub-Commander functions as an executive to the Indoctrination Commander. The Indoctrination Sub-Commander is specifically charged with executing the orders of the Indoctrination Commander and with coordinating and supervising the performance and administration of the Indoctrination Class to include matters pertaining to discipline, training, drill, watches, and morale (including rights and privileges).

(a) Duties and Responsibilities. The Indoctrination Sub-Commander will:

1. Supervise and coordinate the activities of the Indoctrination Staff.
2. Serve as SWO of Indoctrination Staff.
3. Coordinate with the other Sub-Commanders and staff on matters pertaining to the Indoctrination Class.
4. Perform other duties as assigned.

(b) Reporting. The Indoctrination Sub-Commander reports to the Indoctrination Commander.

(24) Indoctrination Adjutant. The Indoctrination Adjutant functions as an executive assistant to the Indoctrination Sub-Commander for all evolutions and required reports.

(a) Duties and Responsibilities. The Indoctrination Adjutant will:

1. Coordinate training evolutions within Indoctrination Class.
2. Issue and disseminate directives and policies to the Indoctrination Class.
3. Report administrative policies and procedures of the Indoctrination Class.
4. Prepare and maintain permanent rosters of the Indoctrination Class. Supervise and coordinate the required in-processing forms and assemble individual indoctrination training records.
5. Perform other duties as assigned.

(b) Reporting. The Indoctrination Adjutant reports to the REGADJ regarding matters pertaining to their billet. The Indoctrination Adjutant reports to the Indoctrination Sub-Commander regarding all other matters.

(25) Indoctrination Supply Officer. The Indoctrination Supply Officer handles and distributes materials used by the Indoctrination Class.

(a) Duties and Responsibilities. The Indoctrination Supply Officer will:

1. Supervise and coordinate the distribution of materials used by Indoctrination Class.
2. Maintain and issue all Indoctrination Class organizational clothing.
3. Coordinate with base uniform shop the pickup of advance issue gear. Supervise the return of all unused gear.
4. Perform other duties as assigned.

(b) Reporting. The Indoctrination Supply Officer reports to the Regimental Supply Officer on all matters pertaining to their billet. The Indoctrination Supply Officer reports to the Indoctrination Sub-Commander regarding all other matters.

(26) Indoctrination First Lieutenant. The Indoctrination First Lieutenant is responsible for the cleanliness and material condition of Indoctrination Class spaces.

(a) Duties and Responsibilities. The Indoctrination First Lieutenant will:

1. Coordinate and supervise Indoctrination Class cleaning bills with the Regimental First Lieutenant to ensure the cleanliness and material condition of all assigned spaces.
2. Inspect all Indoctrination Class spaces daily, taking corrective action when necessary.
3. Make discrepancy reports to the Regimental First Lieutenant regarding discrepancies in the material condition of Indoctrination Class spaces.
4. Perform other duties as assigned.

(b) Reporting. The Indoctrination First Lieutenant reports to the Regimental First Lieutenant on matters pertaining to their billet. The Indoctrination First Lieutenant will report to the Indoctrination Sub-Commander on all other matters.

(27) Indoctrination Staff. The primary job of Indoctrination staff is to assist the Indoctrination Commander in the daily operation of the Indoctrination Class. This does not preclude Indoctrination Staff from assisting the REGSUBCOM in the daily operation of the Regiment. Indoctrination Staff report to the Indoctrination Sub-Commander.

(28) H-Class Commander. The H-Class Commander has overall responsibility for the efficient organization, administration, and operation of H-Class. The DPOCS, OCS LCPO, and Chief DI, or as delegated, are the Class Team for H-Class and will guide and supervise the H-Class Commander in the execution of their duties.

(a) Duties and Responsibilities. The H-Class Commander will:

1. Delegate duties and authority to members of the H-Class Staff as necessary to carry out the routine of H-Class.
2. Ensure all H-Class formations, drills, meetings, and appointments are conducted punctually and in a military manner.
3. Maintain established standards of performance.
4. Report all disciplinary matters to the Class Team.
5. Disseminate all orders, directives, and policies from higher authority to H-Class using the proper COC, ensuring their prompt and efficient compliance.
6. Ensure muster reports are submitted as required.
7. Ensure a check-out log is maintained and all H-Class candidates are made aware of their responsibility to log in-and-out whenever they leave the Regiment.
8. Perform other duties as assigned.

(b) Reporting. The H-Class Commander reports to the REGSUBCOM.

(29) H-Class Sub-Commander. The H-Class Sub-Commander functions as an executive to the H-Class Commander. The H-Class Sub-Commander is specifically charged with executing the orders of the H-Class Commander. Additionally, the H-Class Sub-Commander is responsible for coordinating and supervising the performance and administration of H-Class to

include matters pertaining to discipline, training, drill, watches, and morale (including rights and privileges).

(a) Duties and Responsibilities. The H-Class Sub-Commander will:

1. Supervise and coordinate all activities of the H-Class Staff.
2. Serve as SWO of H-Class.
3. Perform other duties as assigned.

(b) Reporting. The H-Class Sub-Commander reports to the H-Class Commander.

(30) H-Class Adjutant. The H-Class Adjutant functions as an executive assistant to the H-Class Sub-Commander for all military evolutions and required reports.

(a) Duties and Responsibilities. The H-Class Adjutant will:

1. Coordinate training evolutions within H-Class.
2. Issue and disseminate directives and policies to H-Class.
3. Formulate plans and schedules for H-Class.
4. Report administrative policies and procedures of H-Class.
5. Prepare and maintain permanent rosters of H-Class.
6. Perform other duties as assigned.

(b) Reporting. The H-Class Adjutant reports to the REGADJ regarding matters pertaining to their billet. The H-Class Adjutant will report to the H-Class Sub-Commander regarding all other matters.

(31) H-Class Supply Officer. The H-Class Supply Officer is responsible for the handling and distribution of materials used by H-Class.

(a) Duties and Responsibilities. The H-Class Supply Officer will:

1. Supervise and coordinate the distribution of materials used by H-Class.
2. Perform other duties as assigned.

(b) Reporting. The H-Class Supply Officer reports to the Regimental Supply Officer on all matters pertaining to their billet. The H-Class Supply Officer reports to the H-Class Sub-Commander regarding all other matters.

(32) H-Class First Lieutenant. The H-Class First Lieutenant is responsible for the cleanliness and material condition of H-Class spaces.

(a) Duties and Responsibilities. The H-Class First Lieutenant will:

1. Coordinate H-Class cleaning bills with the Regimental First Lieutenant to ensure the cleanliness and material condition of all assigned spaces as well as adjacent areas.
2. Inspect all assigned spaces daily and take corrective action when necessary.
3. Make discrepancy reports to the Regimental First Lieutenant regarding discrepancies in the material condition of assigned spaces and grounds.
4. Perform other duties as assigned.

(b) Reporting. The H-Class First Lieutenant reports to the Regimental First Lieutenant on matters pertaining to their billet. The H-Class First Lieutenant will report to the H-Class Sub-Commander on all other matters.

(33) H-Class Staff. The primary job of H-Class staff is to assist the H-Class Commander in the daily operation of H-Class. This does not preclude H-Class Staff from assisting the REGSUBCOM in the daily operation of the Regiment. H-Class staff report to the H-Class Sub-Commander.

SECTION 3 – WATCHES

231. Organization. The watchstanding reporting hierarchy is shown in Figure 2-3. Due to the nature of training at OCS, it is sometimes necessary for a senior class to be absent from the training area, requiring junior personnel to assume a senior watch station. In other cases the XO may order additional watches to be manned or stand down certain watches.

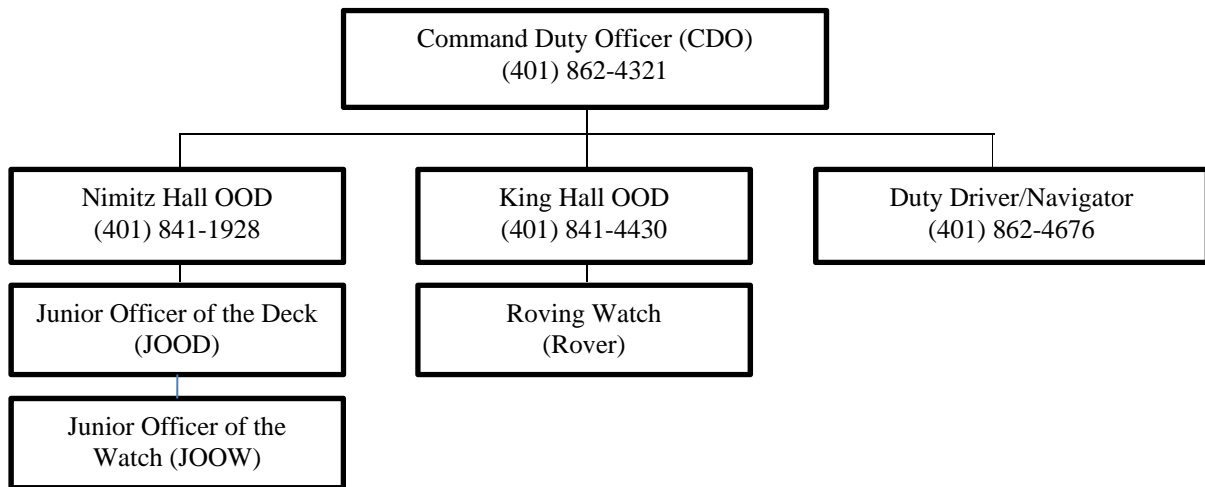


Figure 2-3

232. Watch Standing Duties

- a. Indoctrination Phase. Candidates in Indoctrination Phase are not assigned watches. Upon successful completion of RLP, Indoctrination Candidates will begin qualifying as watchstanders.
- b. Officer Candidate Phase. During the Officer Candidate Phase, Officer Candidates will stand the King Hall Roving Watch, the Nimitz Hall Junior Officer of the Watch (JOOW) and Nimitz Hall OOD after completing two Under Instruction (UI) watches for each. These watches will be assigned by the SWO.
- c. Candidate Officer/Applied Leadership Phase. Candidate Officers will stand watches defined in OTCNINST 1601.1 series with the exception of CDO.
- d. H-Class. H-Class Candidates will not stand watches.

233. General Watchstanding Requirements

- a. General. All watchstanders will conduct themselves in the spirit of the 11 General Orders of a Sentry.
- b. Watch Instructions. Watchstanding in OCS is governed by OTCINST 1601.1 series. General watch descriptions are provided below and detailed watch instructions are provided at each watch station. **NOTE: OTCNINST 1601.1 series “DUTIES AND RESPONSIBILITIES FOR OFFICER TRAINING COMMAND NEWPORT WATCH ORGANIZATION” takes precedence over any conflict with the OCR.** Each candidate will qualify for their assigned watch by standing a minimum of two watches UI of a qualified watch stander and completion of the Student Watchstander PQS (Personnel Qualification Standard) as

outlined by OTCNINST 1601.1 series before standing any watch. Candidates will read and understand all standing orders and instructions prior to assuming the duty.

c. Precedence. Watch takes precedence over all activities. Exceptions will be handled on a case by case basis and will be approved by proper authority.

d. Meals. Watchstanders will manage their time to ensure no meals are missed. Relief by a qualified watchstander is authorized in order to meet this requirement.

e. Wristwatches. Watchstanders are authorized to wear a wristwatch while on duty.

f. Scheduling. The Regimental Watchbill Coordinator is responsible for developing and promulgating a watchbill. The watchbill will man all required watches and be rotated daily through all classes. The watch rotation will be in 4-hour shifts. Candidates are assigned watches from the beginning of the fourth week of training until 0700 on the Thursday before graduation. Any deviation from an approved watchbill requires the consent of the Student Watchbill Coordinator.

234. Candidate Watches Overview. Upon successful completion of Fast Cruise, Indoctrination Candidates will begin qualifying as watchstanders. During the Officer Candidate Phase, Officer Candidates will start by standing the King Hall Roving Watch and the Nimitz Hall JOOW Watch upon completion of two UI watches.

a. Nimitz Hall OOD. The Nimitz Hall OOD watch is responsible for the safety, security, and good order and discipline of the regiment. The Nimitz Hall OOD will be stood by a qualified watchstander.

(1) Schedule. Nimitz Hall OOD will be manned 24 hours a day, 7 days a week. Normally Candidate Officers will be assigned to Nimitz Hall OOD. This does not preclude Officer Candidates from standing Nimitz Hall OOD. While an Indoctrination Class is onboard, the Indoctrination Staff will not normally be expected to support the Nimitz Hall OOD watch bill. **NOTE: WATCHES WILL BE EVENLY DIVIDED BETWEEN ALL CLASSES.**

(2) Uniform. The uniform for Nimitz Hall OOD is the Khaki Uniform with red badge.

(3) Duties and Responsibilities. All Nimitz Hall OOD watch standers will:

(a) Execute watchstanding duties in accordance with OTCNINST 1601.1 series.

(b) Maintain a deck log, noting all significant occurrences during watch. Ensure PII and HIPAA sensitive information are not recorded.

(c) Oversee the Nimitz Hall Junior Officer of the Deck (JOOD) and JOOW in the execution of their duties.

(d) Ensure correct quarterdeck procedures, military courtesy and bearing is observed and maintained by all military personnel during the watch.

(e) The Nimitz Hall OOD will ensure that all subordinate watchstanders maintain correct proper uniform appearance.

(f) The Nimitz Hall OOD will maintain the smart appearance of all assigned spaces at all times.

(g) Check the ID of all visitors and verify their need to be in the building prior to granting access to Nimitz Hall.

(h) Ensure all candidates are in the proper uniform and not loitering in assigned spaces.

(i) Inspect each watch stander prior to relief.

(j) Train and qualify all UI Nimitz Hall OOD/JOOD/JOOW Watchstanders in their duties and responsibilities.

(k) Ensure the physical security and integrity of Nimitz Hall through rounds conducted by Nimitz Hall JOOW. Log the completion of these rounds in the quarterdeck log.

(l) Report failures of climate control systems, electrical systems, telephone systems, and alarm systems to the OTCN CDO.

(m) Notify the CDO of any discrepancies found during JOOW rounds or report anything unusual.

(n) Maintain the candidate liberty log.

(o) Turnover personal gear adrift to the Regimental 1st LT or CDO.

(4) Study Materials. Academic study materials are the only authorized literature that may be read while on watch.

(5) Reporting. The Nimitz Hall OOD will report all items of interest to the OTCN Command Duty Officer. The oncoming Nimitz Hall OOD will report to their assigned watch station 30 minutes prior to assuming the watch for inspection by the off going Nimitz Hall OOD and to receive a thorough briefing prior to turning over.

b. Nimitz Hall JOOD. The JOOD assists the OOD in overseeing the Rover watches and JOOW in the execution. The JOOD remains on the Quarterdeck and ensures students and staff conduct proper quarterdeck procedures at Nimitz Hall while standing watch. The JOOD must stay on NAVSTA Newport premises during the entire duty day.

(1) The JOOD ensures the physical security of OTCN facilities and assets within Training Country. This includes proactively ensuring that no vehicles (with the exception of Emergency Vehicles and OTCN Government vehicles) park in front of Nimitz Hall. The JOOD will instruct the owner of the vehicle attempting to park in this area of this prohibition. If the owner cannot be readily identified, the JOOD will contact the CDO and base security to have the vehicle removed.

(2) Ensures the integrity of Nimitz Hall through a minimum of hourly rounds conducted by the JOOW watch. Log the completion of those rounds in the Quarterdeck Log.

(3) Report failures of the climate control systems, electrical systems, telephone systems and alarm systems to the CDO. Assist the CDO in contacting the PWC Trouble Desk through the NAVSTA Newport Quarterdeck, as required.

(4) Ensures that exterior doors are locked after hours so that all traffic into the building proceeds through the Quarterdeck entrance.

(5) Maintains the smart appearance of the Quarterdeck and surrounding spaces at all times.

(6) Ensures that all personnel who report after hours are logged in properly.

(7) May not consume alcohol while in a duty status.

(8) Attends duty section musters.

(9) Reports to the OOD with respect to the performance of watch duties.

c. Nimitz Hall JOOW. The JOOW is responsible for ensuring the proper security of Battalion spaces and to assist the Nimitz Hall OOD. Candidates must complete two UI watches before qualifying as JOOW. The JOOW is responsible for knowing and complying with instructions pertaining to this watch.

(1) Schedule. Nimitz Hall JOOW will be manned Monday through Thursday 1800 to 0600, 1800 Friday through 0600 Monday, and during holiday routine when students are residing in the building. The watch rotation will be in 4-hour shifts.

(2) Uniform. The uniform for JOOW is the Navy Working Uniform (NWU) with red badge.

(3) Duties and Responsibilities. All Nimitz Hall JOOW Watchstanders will:

(a) Report to the Nimitz Hall OOD to receive a thorough pass down, read the watch instructions, and receive a uniform inspection 30 minutes prior to assuming the watch.

(b) Conduct security rounds every 30 minutes to ensure good order and discipline, safety, and security are maintained within assigned spaces.

(c) Report all discrepancies and violations to the Nimitz Hall OOD.

(d) Ensure correct military courtesy and bearing are observed and maintained by all military personnel during the watch. The JOOW will ensure the use of proper naval terminology in all conversations, correspondence, and announcements.

(e) Ensure that all lights in the Regiment are secured by taps (including all berthing spaces). Ensure all windows are shut.

(f) Ensure all candidates are in the proper uniform and not loitering in the passageways.

(g) Conduct a security check of the OTCN Armory at least once after hours to ensure the vault door is secured.

(h) Check bulletin boards to see that all orders, notices, POD and memoranda are up-to-date and arranged neatly. Remove outdated material.

(i) Turnover personal gear adrift to the Regimental 1st LT, CDO, or Class Team.

(j) Report to the Nimitz Hall OOD 30 minutes prior to being properly relieved to conduct turnover with oncoming JOOW.

(4) Reporting. The JOOW will report to the Nimitz Hall OOD.

d. King Hall Rover Watch (Rover). The Rover is responsible for ensuring the proper security of spaces. Candidates must complete two UI watches before qualifying as Rover. The Rover is responsible for knowing and complying with instructions pertaining to this watch.

(1) Schedule. The Rover watch will be manned Monday through Thursday 1800 to 0700, 1800 Friday through 0700 Monday, and during holiday routine when students are residing in the building. The watch rotation will be in 4-hour shifts.

(2) Uniform. The uniform for Rover is the NWU with red badge.

(3) Duties and Responsibilities. All King Hall Rover Watchstanders will:

(a) Report to the King Hall OOD to receive a thorough pass down, read the watch instructions, and receive a uniform inspection 30 minutes prior to assuming the watch.

(b) Conduct hourly security rounds to ensure good order and discipline, safety, and security are maintained within assigned spaces.

- (c) Report all discrepancies and violations to the King Hall OOD.
 - (d) Ensure all windows are shut.
 - (e) Turnover personal gear adrift to the King Hall OOD.
 - (f) Report to the King Hall OOD 30 minutes prior to being properly relieved to conduct turnover with oncoming Rover.
- (4) Reporting. The Rover will report to the King Hall OOD.

CHAPTER 3

RIGHTS, RESPONSIBILITIES, REGULATIONS AND PROCEDURES

SECTION 1 – RIGHTS AND RESPONSIBILITIES

311. Rights. Candidates have rights to ensure their wellbeing during training.

a. Medical Treatment. Candidates have the right to attend sick call for routine medical and dental treatment and to obtain emergency medical treatment at any time. Candidates exercising this right are not required to explain the reason they are seeking treatment to anyone other than a medical provider. Candidates will remain in a LD or SIQ status, as determined by appropriate medical personnel, while in possession of a valid medical chit. Chits should be routed to the Class Officer, then the Safety Officer. Medical related documentation will be handled in accordance with HIPAA and Privacy Act guidelines and only presented on a “need to know basis.” Compliance with the Privacy Act of 1974 and the Health Insurance Portability and Accountability Act of 1996 are not to be taken lightly and will be adhered to at all times.

b. Sleep. Candidates will have 7 hours of uninterrupted sleep between taps and reveille. Exceptions to this rule are scheduled watch, fire drills, quiet waking of individuals for documented administrative purposes (i.e. receipt of American Red Cross (AMCROSS) message, etc.), and command authorized searches.

c. Meals. Candidates will be afforded three meals every day. Other than the meals provided from Ney Hall, no other food or beverage may be consumed other than water without the authorization of the Class Officer. Milk will be available at every meal. The only food and beverage restrictions for Officer Candidates in effect at Ney Hall dining facility are those listed below. No other food or beverage restrictions of any kind are authorized. This includes direct or implied restrictions by OCS Staff or other Officer Candidates/Candidate Officers.

(1) Coffee/Tea/Soda is authorized only during the Candidate Officer phase or while in MEDHOLD class.

(2) Desserts, to be defined as the pies, cakes, cookies, brownies, and puddings in the rotisserie turnstile and ice cream, doughnuts, and pastries, are only authorized during the Candidate Officer phase or while in MEDHOLD class. All other items such as jellies, honey, condiments, etc. are authorized.

(3) H-Class Candidates will not be limited to "grab and go" meals.

d. Consultation

(1) Chaplain. Candidates may request and attend a chaplain's consultation at the earliest possible opportunity. For accountability purposes, all requests to see the chaplain should be arranged through the Class Team during normal operating hours or the OTCN CDO after normal operating hours.

(2) Class Officer. Candidates may consult with the Class Officer at any time.

(3) Legal. The Regional Naval Legal Service Office on base has military walk in service for legal assistance. Appointments can also be made. Candidates will contact the Class Team prior to any consultation.

e. Religious Services. Candidates may attend and/or participate in Divine services per paragraph 336.

f. Grievances and Mast. Detailed grievance procedures are covered in paragraph 129. Grievances may be reported verbally or in writing to the CO, via the chain of command. If the grievance is against the chain of command, a candidate may request mast via the Schools' Administrator and attend the same per prescribed procedures.

g. Administrative Matters. Candidates may tend to pending administrative matters, including personal affairs, when time permits.

h. Mail. Candidates will receive all packages and all mail including letters, literature, and newspapers addressed to them. Candidates may write letters during personal time. Privacy of written correspondence will be maintained to include, but not limited to, incoming and outgoing mail. All packages received will be opened by addressee in view of a member of the Class Team in order to prevent the introduction of contraband into the training environment. Contraband should be placed in the candidate's lucky bag as appropriate. Personal correspondence will be stowed in the personal gear drawer.

i. Visitors. Candidates may receive visitors as prescribed in paragraph 327.

312. Responsibilities/Computer Use

a. Financial. Candidates will not be delinquent in their financial responsibilities. Difficulties in meeting debts must be brought to the attention of the Class Team. Failure to meet financial obligations may be investigated as a possible Officer Like Quality (OLQ) failure. DOCS will forward college loan deferment requests, but will not favorably endorse the correspondence until a Candidate meets all qualifications for graduation. Deferments will be endorsed during the 12th week of training.

b. Personal Business. Candidates are responsible for conducting and completing all personal business to ensure it does not interfere with training. The Class Team will assist with any special

telephone or correspondence requirements for conducting personal business, but candidates must ensure all personal affairs are in order.

c. Regulation Compliance. Candidates are responsible for complying with all written and verbal instructions.

d. Computer Use. Computer usage is governed by current OTCN policy as outlined and reviewed during the command Automated Data Processing (ADP) brief.

(1) Monitoring. All government computer activity is monitored. The use of external memory devices (thumb drives, cameras, iPod, iPads, or any other hardware with a USB or serial port) is prohibited. Candidates will not access commercial web email accounts or pornographic/inappropriate websites on the internet or download any type of data onto government computers. Examples of inappropriate sites include but are not limited to:

(a) Racist/Hate sites

(b) Dating Services

(c) Gambling

(2) Usage Hours. As candidates progress through training, they will receive increased computer usage hours. The following hours are authorized:

(a) Indoctrination Candidates. Indoctrination Candidates are not allowed computer use until the completion of General Quarters.

(b) Officer Candidates. Officer Candidates are authorized academic use of computers Monday-Saturday during study periods. Personal use of computers is only authorized on Sundays and holidays from 0730 to 1800, or in an emergency situation with the approval of the Class Team. Personal use of computers is defined as using the computer for any matter not related to training at OCS.

(c) Candidate Officers. Candidate Officers are authorized computers per the Navy System Authorization Access Request Form from 1800-2200 Monday – Saturday. Candidate Officers are authorized personal use of computers on Sundays and holidays from 0730 to 2200 or while in liberty status. Personal use of computers is defined as using the computer for any matter not related to training at OCS.

(3) Blogging or the use of any social media site is not authorized while in a candidate status at OCS.

(4) Music, personal photos or personal videos are not authorized on the student share drive. Candidates are not authorized to upload, download, play, copy, share, or maintain music or personal videos on the student share drive.

SECTION 2 - REGULATIONS

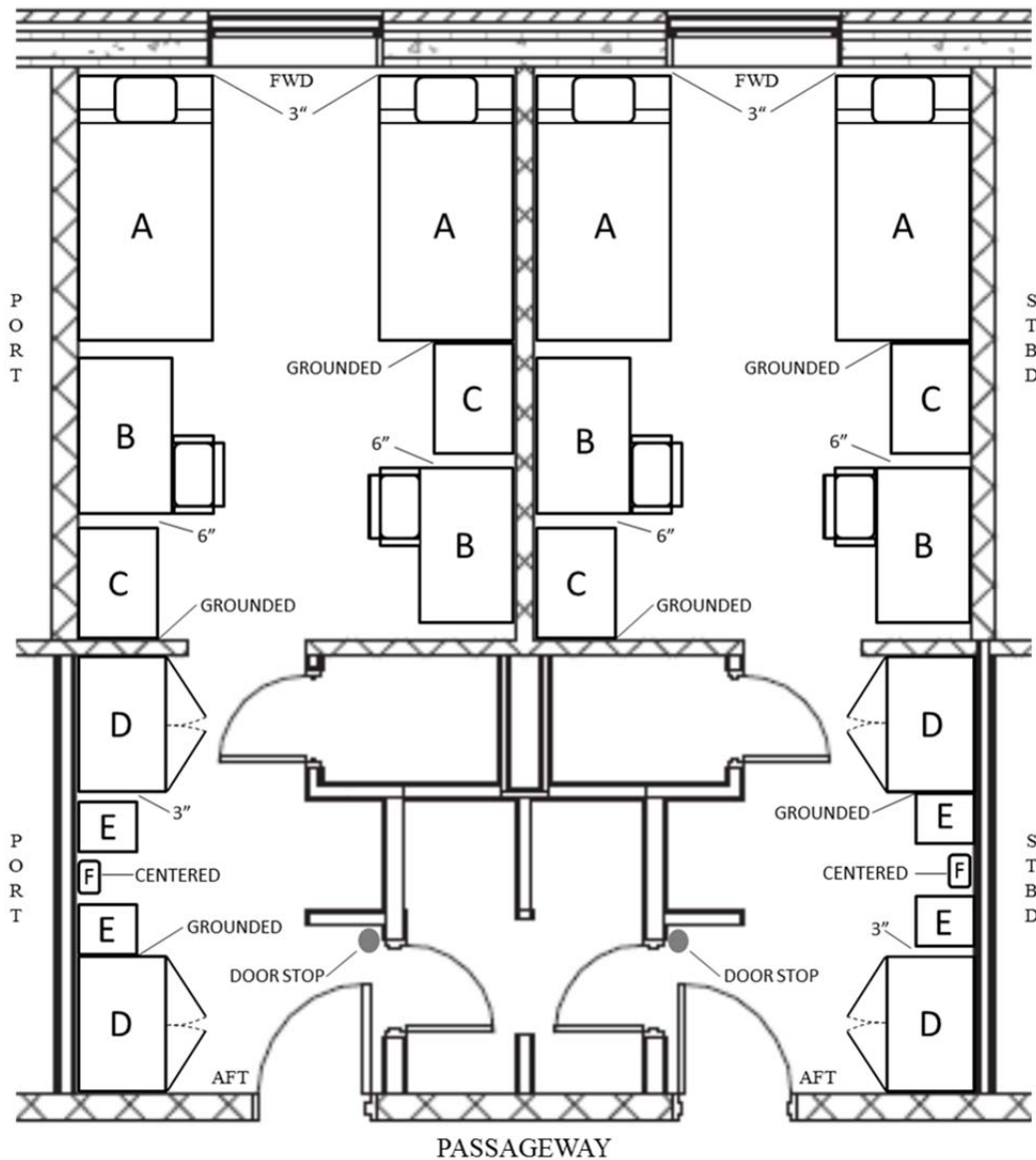
321. Gifts. The only gifts which Candidates are authorized to give to Class Team/Staff members are:

- a. Class T-Shirt/PT outer-gear
- b. Class Coin

NOTE: The giving of either of these two gifts is completely voluntary. No other gifts are authorized, and will be considered a conduct violation.

322. Room Regulations

a. Living Space Set-up and Regulations. All furniture is labeled with appropriate room numbers. Furniture will not be rearranged, added or removed for any reason. Candidates' rooms will be maintained in the following manner: (Refer to Figure 3-1, next page)



A – Rack and Pillow B – Desk and Chair C – Two Drawer Unit

D – Wall Locker E – R2D2 Locker *F – Trash Can

*Note- Indoctrination candidates and H-Class will maintain the R2D2 locker in their wall locker.

Figure 3-1

(1) Racks (refer to figure 3-2 for further guidance)

(a) Racks will be 3 inches from the forward bulkhead and grounded to the port or starboard bulkhead.

(b) The mattress will be grounded to the headboard and the inboard side of the rack.

(c) The bed will be made with two clean sheets and one blanket. The lower sheet will be tucked under the mattress in a “hospital corners” method (45 degree angle) at the head of the bed. The upper sheet and the blanket will be tucked under the mattress with “hospital corners” (45 degree angle) at the foot of the bed. The upper sheet and blanket will be folded back 12 inches from the front edge and center of the mattress. The fold will be 6 inches wide. The only exception is during linen exchange/cleaning.

(d) A pillow in a clean pillowcase will be centered at the head of the bed with excess material tucked into the pillowcase opening. The “admiral’s smile” (opening) will face outboard. **Candidates will sleep between the sheets in their own rack every night.**



Figure 3-2

(2) Two Drawer Unit. Two drawer units will be grounded to the port or starboard wall, 6 inches from the desk, and positioned per Figure 3-1. Two drawer unit will be locked at all times when candidates are not in the room with locks set to zero.

(3) Desks and Chairs. Desks will be grounded to the PORT or Starboard (STBD) bulkhead as applicable. Chairs not in use, will have armrests fully extended and grounded to the front of the desk and port armrest grounded to the port side of the desk. Laptops, if present, will be closed and grounded to the front of the desk and centered on the long drawer. If Local Area Network (LAN) cable is not long enough, ground the laptop to the front of the desk as close to center as possible. (refer to Figure 3-3)



Figure 3-3

(4) Wall Lockers. Wall lockers will be grounded to the centerline bulkhead and AFT bulkhead on the bulkhead opposite of the sink. Wall lockers will be shut and locked with locks set to zero when rooms are unoccupied. Wall lockers are subject to inspection at any time. There is no expectation of privacy within this locker. Footwear will be stowed on top of the wall locker (refer Figure 3-4). Toes of shoes will be grounded to the front edge of the wall locker. The first pair of shoes will be grounded to the edge of the port side of the locker and arranged in the following order: black, white, athletic and shower shoes. Shoes will be polished and laced in accordance with chapter 5 of this instruction.



Figure 3-4

(5) R2D2 Lockers. R2D2 lockers will be located inside the wall lockers during Indoctrination Phase. After Indoctrination Phase, R2D2 Lockers will be displayed between the wall lockers. The right R2D2 will be 3 inches from the wall locker in order to access the combination lock. (refer to Figure 3-5) No lockers will be moved from their location for any reason.



Figure 3-5

(6) Windows. Room windows will be closed and locked unless authorized to be opened by a staff member. Curtains will be closed when candidates are not fully clothed. Curtains will be opened at all other times between reveille and sunset. Curtains will be closed between sunset and reveille. Articles will not be hung in windows or stowed on windowsills.

(7) Doors

(a) Doors of occupied rooms will remain fully open from reveille to taps when the candidate is in the room and closed when the candidate is not in the room. Additionally, doors will remain closed from taps to reveille and when personal hygiene matters are being conducted (i.e. shower use) or when students are changing uniforms.

(b) Head and shower doors will remain open when not in use.

(c) Latches on the doors will not be used at any time for any purpose, neither to lock nor prop door open.

(d) Doorstop will be stowed per Figure 3-1 when not in use.

(8) Trash Cans. Trash cans will be grounded to the bulkhead and centered in between the R2D2 lockers (Indoctrination Candidates and H-Class will center between the wall lockers). Trash cans will be emptied by 0800 and contain an empty trash bag.

(9) Sink and Cabinet Area. The sink, mirror and light fixture will be clean and free of any gear adrift. Hand soap will be displayed behind the faucet with the nozzle and faucet handle both facing forward and centered (refer to Figure 3-6). The cabinet under the sink will be utilized for OTCN provided cleaning products ONLY (refer to Figure 3-7).



Figure 3-6



Figure 3-7

(10) Shower Area.

(a) The shower area will be clean and free of any gear adrift. Candidates are responsible for their own side of the shower area. The shower curtain will be clean and will be open and grounded to the center of the shower stall.

(b) PT/wet gear used that day will be hung on the shower rod on hangers spaced 4 inches apart from outboard to inboard in the following order: All Weather Coat/NWU Parka (if wet); Navy Sweat Shirt; Navy Physical Training Uniform (PTU) Shirt; Navy Sweat Pants (see Figure 3-8). Items that were not used and are clean are not required to be displayed. Empty hangers will not be displayed.

(c) Towel Rack. (see Figure 3-9) Navy PTU Shorts will be hung on the rack closest to the aft bulkhead. Nothing will be hung on the second rung from the aft bulkhead. The wash cloth will be folded in half and hung on the third rung from the aft bulkhead. The towel will be folded in half and hung from the fourth rung from the aft bulkhead. The laundry bag will be tied to the bottom rung and will be grounded to the aft bulkhead.

(d) Shower Bench. Shower bench will be stored in the down position.



Figure 3-8



Figure 3-9

(11) Head Area. The head will be clean and free of any gear or contraband. The door to the head will be fully open and grounded against the nearest door of the compartment under the sink. The toilet bowl seat and lid will be in the UP position.

b. Cleanliness

(1) Company Spaces. By 0800 Monday through Saturday, rooms will be inspection ready and remain in that condition throughout the day. Furniture, windowsills, and curtains will be dust free. Racks will be made, gear will be stowed, and decks will be clean. All unlocked drawers will be inspection ready. Drawers will be organized and free of gear adrift. When rooms are occupied, study items and inspection preparation items may be unstowed. When rooms are vacated, items will be restowed to an inspection ready condition.

(2) Common Regimental Spaces. Such spaces (i.e. classrooms and laundry rooms) will be maintained, cleaned, and stowed. Regimental and Battalion First Lieutenants will assign a common space cleaning bill.

(3) Cleaning Gear Lockers. All cleaning equipment will be properly stowed. Lockers will be kept clean and properly stocked with cleaning supplies and toilet paper. Swabs will be rinsed out and stored in the racks provided outside.

c. Linen Exchange. On specified days sheets and pillowcases will be removed from racks and collected by the Linen Body. The Linen Body will count and bundle sheets in sets of 25 by laying one sheet on the deck, placing 24 sheets in the center and tying the four corners in a square knot. Pillowcases will be bundled by placing 24 into one. When less than 25 sheets and pillowcases are turned in, the Regimental Supply Officer will combine them with the other classes. While awaiting clean linen, blankets will be folded and centered on

the rack. The single edge of the blanket will face the bulkhead. The pillow will be placed lengthwise on top of the blanket.

d. Unassigned Rooms. Wall lockers doors will remain shut. The main door will remain open and the head door will remain shut. Curtains will be open at all times. All linens will be removed and turned in to Regimental Supply. Unassigned rooms will remain in an inspection ready state at all times. **Candidates will not stow gear in a room not assigned to them or use unassigned rooms, unless permitted by the DPOCS or DOCS.**

323. Prohibited Activities. Candidate involvement in any activity discrediting in nature or prejudicial to good order and discipline or safety is prohibited. Candidates are always expected to use good judgment. The following activities are specifically prohibited:

a. Fraternization. Fraternization, as defined in paragraph 128, will not be tolerated. While at OCS, candidates will date neither officers nor enlisted members. Social media contact between Students and Staff is prohibited. The Combined Bachelors' Quarters is off limits and will not be utilized. Socializing between candidates and staff is prohibited except at official OCS functions such as the staff and student challenge, graduation reception, and the graduation ceremony. Socializing between candidates in different classes is prohibited, except while at Religious Services. Socializing between candidates within the Regiment and candidates in Student Pool or MEDHOLD is prohibited, except while at Religious Services.

b. Hazing. Hazing, as defined in paragraph 125, will not be tolerated. Candidates suspected of hazing will be referred to a PRB for a Class "A" Offense.

c. Candidate Relationships. Dating and sexual contact between candidates is prohibited. Closed door meetings between any two candidates that are not already roommates are prohibited.

d. Decorum. Public displays of affection including holding hands are not appropriate.

e. Sleeping. Sleeping, resting, and sitting on racks is not permitted between reveille and taps. For Candidate Officers, sleeping or resting on racks is permitted during periods of mandatory rest and authorized liberty periods. Footwear and uniforms will not be worn while sleeping or resting on the racks. Candidates that are SIQ may sleep or rest in their rack. Between taps and reveille, lights will be off and candidates will sleep. **Candidates will sleep only in their assigned rooms and assigned racks unless directed otherwise by the DPOCS, DOCS or CDO.**

f. Tobacco. The use of any type of tobacco product, or nicotine delivery device while in training at OCS is prohibited. This applies to both on and off-duty (liberty/leave) situations.

g. Gambling. Gambling in any form is prohibited.

- h. Pets. Candidates are not allowed to have pets within Regimental spaces.
- i. Tattoos/Body Art/Brands. The application of new tattoos is prohibited while assigned to OCS.
- j. Mutilation. Intentional body mutilation, piercing, branding, intentional scarring are prohibited. Some examples are:
 - (1) A split or forked tongue.
 - (2) Foreign objects inserted under the skin to create a design or pattern.
 - (3) Enlarged or stretched out holes in the ears other than a normal piercing.
- k. Motorcycle Riding/Driving. Motorcycle riding/driving while at OCS is prohibited.
- l. Hitchhiking. Hitchhiking is prohibited.
- m. Hazardous Activities. Participating in hazardous activities, such as scuba diving, sky diving, bungee-jumping, hunting or private piloting/flying is prohibited.

324. Personal Property

- a. Privately Owned Vehicles (POV). POVs will be parked in designated candidate parking areas. Only Candidate Officers are allowed to operate motor vehicles while training at OCS. Candidates may be allowed special access to POVs with permission from the Class Officer. When candidates are allowed special access to their vehicles, cell phone use is forbidden.
- b. Civilian Clothing and Baggage. Candidates are not permitted to wear civilian clothing except during periods of leave. Each class will be provided access to the gear locker (Lucky Bag Room) to stow their civilian clothing and baggage. All bags, containers, and gear will be marked with the full name and class number of the owner. Gear lockers will be locked; however OCS is not responsible for articles left behind, improperly secured, or damaged.
- c. Authorized Optional Items. The following sections list optional items approved for possession. Use restrictions for items are listed individually.
 - (1) Toiletries
 - (a) General. Razors, electric razors, shaving cream, toothbrush, toothpaste, dental floss, mouthwash, soap, shampoo, and astringent.

(b) Cosmetics (Women Only). Small amounts are authorized for use on liberty and during the Candidate Officer phase of training. See the uniform section for additional restrictions.

(c) Contact Lenses. Contact lenses are authorized for use during Candidate Officer phase.

(d) Colognes, Perfumes, and Scented Toiletries. Colognes, perfumes, and scented toiletries are authorized for use only during liberty and the Candidate Officer phase of training.

(2) Foot Powder. Topical foot powder and creams intended for the treatment or prevention of minor fungus infections (e.g. Desenex).

(3) Records. Records are defined as any military records, ID Cards or civilian documents required to conduct personal business. Once military records have been used for their intended business they will be returned to the respective candidates for proper storage and disposition.

(4) Flashlight. A small flashlight that uses a maximum of two “AA” batteries.

(5) Hair Dryer. Small hand-held or portable type.

(6) Small Containers. Plastic, self-sealing style containers only.

(7) Miscellaneous. Stamps, stationery, laundry supplies, clothes iron, money, checkbook, sun block, chap stick.

(8) General Cleaning. OTCN provides all cleaning supplies. Candidates are not authorized to possess any hazardous materials (i.e. lighter fluid, acetone, ammonia, corrosives, etc.). If a hazardous material is required, candidates will request permission from their Class Team to possess those materials. If authorized for use, hazardous materials will be issued and controlled by the OTCN staff.

(9) Cellular Phones. Only the Class President, VP, Adjutant, and Med Body are authorized cell phones in the performance of their official duties. Candidate Officers are authorized cell phones.

NOTE: Unauthorized use of cell phones (Photos, Social Media, etc.) is considered a conduct violation.

(10) Religious Scriptures. Any sacred scriptures that facilitate the worship of a Candidate (i.e. Holy Bible, Torah, Koran, Book of Mormon, etc.) are authorized to be kept in the candidate's desk drawer.

325. Contraband and Health and Comfort Inspections

a. Contraband. Illegal items or substances in the possession of a candidate at any point during training will be dealt with in accordance with military, state, and federal laws/regulations. “Contraband” is defined as any item that is prejudicial to the good order and discipline, health, welfare, or safety of any candidate at OCS. Indoctrination Candidates will be afforded the opportunity to destroy, mail home, or store in a POV any legal contraband item(s) that is/are in their possession upon arrival at OCS. Any items found in the Regimental spaces to which Candidates have access are considered to be in the Candidate's possession. Where any doubt about an item exists, the Class Team should be consulted for further guidance. The following items are specifically identified as illegal; however, this list should not be considered all-inclusive:

(1) Weapons. Any weapon (including edged, pointed and impact weapons) is contraband. Firearms, knives of any length, and letter openers are prohibited.

(2) Chemicals. Any cleaning supplies or chemicals other than those approved in paragraph 324 are contraband.

(3) Food and Beverages. Beverages are defined as any drink other than water. All Candidates may not possess or consume food or beverages except those provided by Ney Hall during scheduled meal hours unless authorized by the Class Officer or in a liberty status. Candidates who are SIQ will consume galley provided meals in their room. No other food items are permitted in Training Country.

(4) Alcohol. Any variety of alcohol related products are prohibited in Regimental spaces. This includes flavor extracts and candies but does not include mouthwash or authorized medication.

(5) Tobacco. No tobacco products or products intended to deliver nicotine (e.g. nicotine gum or patches) will be possessed or consumed by candidates.

(6) Medicine. Any medicines (prescription or over-the-counter medications) that have not been approved by appropriate military medical authority are contraband. Indoctrination Candidates arriving with medicine that has been prescribed by civilian medical providers will bring that medicine to Naval Health Care Clinic New England (NHCNE) and King Hall Medical staff for approval during the Indoctrination phase physical screening. Officer Candidates must consume prescription medication as directed; unconsumed medication may not be possessed beyond the calculated expenditure date (e.g., 9 total tablets to be taken one tablet 3 times daily should be completely consumed in 3 days), unless prescribed to be taken “AS NEEDED”. Candidates may possess unconsumed “AS NEEDED” medication but cannot transfer that medication to another candidate. All medication must be in its original container with an appropriate prescription label.

(7) Vitamins. Daily Multivitamins are authorized for use as directed by the original container. The Daily Multivitamin will be kept in its original container. Gummy Vitamins are not authorized. Any other Mineral/Herbal supplements (i.e. Creatine, HMB, Nitrous Oxide, green tea extract, weight loss supplements, 5 Hour Energy) are not authorized.

(8) Electronic Equipment. Any electrical/electronic device not listed in paragraph 324 is contraband. Headphones/ earbuds are not authorized at any time.

(9) Gambling and Gaming Equipment. Any equipment associated with gambling or gaming (e.g. cards, dice, etc.) is contraband.

(10) Lights. Any light that uses more than two "AA" batteries is not allowed.

(11) Containers. Possession of containers intended for storing unauthorized chemicals, food, beverages, alcohol, tobacco or medicine is considered the equivalent to possession of the item itself and is considered contraband.

(12) Cameras. Personal cameras (including the use of cell phone cameras/videos) are not authorized at OCS. Photographs and video will only be taken by the Regimental Public Affairs Officer at the discretion of the OTCN PAO, XO or CO. All photographs taken by the Regimental PAO are considered property of OTCN/OCS and may not be used or distributed without permission from the PAO, XO or CO.

b. Health and Comfort Inspections. The CO has the authority to conduct random health and comfort inspections. Health and Comfort inspections ensure Candidates live in sanitary conditions, that good order and discipline is maintained and living spaces are contraband free. Locked spaces do not have an expectation of privacy and students can be expected to open spaces during a health and comfort inspection.

c. The Class Team, OTCN LCPO, and Class DI have the authority to inspect all non-locked spaces of a candidate's room at any time. All rooms will be inspection ready at all times. Demerits may be assigned for rooms not in accordance with standards.

326. Leave and Liberty

a. Leave. Leave is governed by the LEAVE AND LIBERTY POLICY FOR CANDIDATES ASSIGNED TO OFFICER TRAINING COMMAND NEWPORT (OTCNINST 1050.2 Series). Candidate leave granted will be granted on a case-by-case basis.

(1) Holiday Leave. OCS will normally have a standdown period in December. Candidates should not make travel plans until the travel policy has been promulgated and leave dates are published. Candidates not taking leave will remain at OCS.

(2) Civilian Attire. Candidates may wear appropriate civilian clothes at their leave destination in accordance with Navy Uniform Regulations but will be in uniform when checking out and off of leave.

b. Liberty. Liberty at OCS, as with all inspections and academic examinations, is a test. **As a member of the U.S. Armed Forces, you are an Ambassador of the United States and the Navy.** Candidates will maintain their military bearing and exhibit the highest standards of conduct at all times while on liberty.

(1) Conduct Deficient Candidates. Conduct Deficient candidates are not authorized liberty regardless of the liberty status of their class.

(2) Navy Birthday Ball. The Navy Birthday Ball is an event that Candidate Officers may participate in at the discretion of the OTCN chain of command. In order to facilitate watch standing and training requirements, participation will be as specified in a liberty memorandum.

(3) Liberty Requirements. The OTCN candidate liberty policy is outlined in OTCNINST 1050.2 Series. Additionally, the following regulations will be observed.

(a) Uniforms. Candidates will wear the service khaki uniform while on liberty. PT gear is authorized during liberty only while actively engaged in PT on base.

(b) Liberty Check-out/in. Candidates must display the highest grooming and hygiene standards and an immaculate uniform while on liberty. All candidates must check-out when departing for, and check-in when returning from liberty in the appropriate liberty uniform.

(c) Responsible Use of Alcohol. Candidate Officers may consume alcohol on liberty in accordance with OTCNINST 5350.5 and OTCNINST 1050.2 Series. Excessive alcohol consumption and inappropriate behavior is not tolerated. Zero alcoholic drinks are allowed for those under 21 years of age; Zero alcoholic drinks before driving a motor vehicle; no more than 1 alcoholic drink per hour; and a maximum of 3 alcoholic drinks per evening is the Command Policy (0-0-1-3). One alcoholic drink is defined by 12oz of 5% alcohol/volume beer, 6oz of wine, or 1.5oz of liquor. Candidates with civilian guests are responsible for the actions of their guests, especially with regard to the consumption of alcohol. Alcohol will not be consumed within eight hours of assuming watch or the next training event.

(d) Seatbelts. Per NAVREGS, seatbelts will be worn while in vehicles.

(e) Officer's Club. Candidate Officers may patronize the Officer's Club with the appropriate liberty uniform.

(f) High risk evolutions. While at OTCN, Officer Candidates are restricted from participating in any high risk evolutions (i.e. skydiving, parasailing, snowboarding/skiing, etc.) other than those evolution conducted in the school's curriculum at OTCN.

327. Visitors. Candidates are allowed to receive visitors on the secondary Nimitz Hall quarterdeck only. Guests are only allowed on the quarterdeck. Visitors will be listed on a base access form to be granted access to Naval Station Newport.

a. Indoctrination Phase. Candidates in the Indoctrination Phase of training are not authorized visitors. Indoctrination Candidates in H Class greater than three weeks may submit a special request chit to the DOCS via the LCO to have visitors. Visitation will be on the secondary Nimitz Hall quarterdeck on Sundays from 0730 to 1100.

b. Officer Candidate Phase. Officer Candidates may have visitors on the Nimitz Hall Secondary Quarterdeck on Sundays from 0730 to 1100. Candidates must notify the Class via special request chit.

c. Candidate Officer/Applied Leadership Phase. Candidate Officers are allowed visitors on liberty. To request a visitor as a liberty buddy, Candidates must submit special request chits to the DOCS via the Class Officer.

d. Restricted Candidates. Restricted Candidates are not authorized visitors. Candidates must submit a special request chit to the Class Officer for any deviation.

328. PT/Swim Requirements

a. Medical Clearance. Candidates may not participate in PT until cleared by medical using the Physical Activity Risk Factor Questionnaire (PARFQ).

b. PFAs

(1) The Navy PFA consists of two portions. The first portion is Body Composition Assessment (BCA). Candidates who fail to meet their age-allowable BCA standard will be placed in H Class for three weeks to improve their physical fitness. At the end of three weeks, if a Candidate is not within their age-allowable BCA standard, the Candidate is subject to disenrollment from OCS by the CO. If a Candidate arrives at OCS exceeding DoD Maximum Allowable BCA standard, the Candidate is subject to disenrollment from OCS by the CO.

(2) The second portion of the PFA is the Physical Readiness Test (PRT). There are four PRT's at OCS; the IST, Initial PFA (In-PFA), Mid PFA and the Out-PFA.

(3) IST. Determines if Indoctrination Candidates are physically prepared to commence the OCS PT Program.

(a) The IST is conducted during Admin Week.

(b) Candidates must achieve a minimum score of “Satisfactory Medium” on each portion of the IST. All 6 laps of the outdoor run and all 20 laps of the indoor run must be completed. Candidates who are unable to pass the IST upon arrival at OCS will be placed in H Class for three weeks to improve their physical fitness. If, at the end of three weeks, a Candidate is unable to take and pass a second IST attempt, the Candidate may be disenrolled from OCS by the CO.

(c) Candidates who previously wore orange reflective belts will change to green reflective belts upon scoring a “Satisfactory Medium” or better on all portions of the PRT, and joining another class.

(4) In-PFA. The In-PFA assesses individual candidate and class progression in the OCS PT Program following the IST.

(a) The In-PFA is normally conducted during week four.

(b) The passing grade for the In-PFA is a “Satisfactory High” in all categories. All candidates who fail to score a minimum of “Satisfactory High” will be placed in H Class until they have scored a minimum of “Satisfactory High” on the PRT and are directed by OCS staff to class up with the next OCS class.

(5) Mid-PFA. The Mid-PFA assesses individual candidates and class progression in the OCS Physical Training Program following the IST since the In-PFA.

(a) The Mid-PFA is normally during week eight.

(b) The passing grade for the Mid-PFA is a “Good Low” in all categories.

(c) Any candidate who fails to achieve an overall score of “Good Low” on the Mid-PFA may be rolled back to the next OCS Class. The final decision will be made by the DOCS.

(6) Out-PFA. The Out-PFA assesses how individual candidates and the class improved physical readiness in the OCS Physical Training Program. The Out-PFA is an official Navy PFA. The results of the Out-PFA will be entered into the candidates’ Physical Readiness Information Management System accounts.

(a) The Out-PFA is normally conducted during week 12.

(b) The passing grade for the Out-PFA is a “Satisfactory Medium” in all categories. Candidates who fail to score a minimum of a “Satisfactory Medium” in all categories will have a

PRB to determine the required PT remediation. Failing to achieve at least a "Satisfactory Medium" on the Out-PFA may delay commissioning.

c. Swim Requirements. Candidates must successfully complete the Navy Third Class Swim Qualification prior to the CAPSTONE EVENT and Candidate Officer Phase.

(1) The Third Class Swim Qualification is normally conducted on Monday or Tuesday in week two.

(2) Candidates failing the Third Class Swim Qualification will attend remedial swim beginning on Tuesday of week six until they qualify.

(3) If a candidate has not passed the Third Class Swim Qualification by Tuesday of week nine, the candidate will roll to the next junior class or H Class at DOCS discretion. If after the additional 3 weeks of remediation, the candidate is still unable to pass the Third Class Swim Qualification, the candidate will be subject to a PRB for possible disenrollment.

d. Poor Performance. Candidates continually performing well below the majority of a class in any physical training area (e.g. falling out of runs, push-ups, etc.) will receive written counseling by the Class Team and remedial instruction while continuing training with the class. At the discretion of the Class Officer, the candidate's record will be routed to the LCO, DPOCS, DOCS for potential rollback or referral to a PRB.

329. OLQ. The development and display of these qualities determines a Candidate's suitability to move forward into the next phase of training and ability to commission as an Ensign in the United States Navy.

a. The Officer-like Qualities for which all Candidates will be evaluated are those most critically important for their initial success as Junior Officers:

- (1) Honesty/Integrity
- (2) Work Ethic
- (3) Initiative
- (4) Military Bearing/Character
- (5) Dependability
- (6) Teamwork
- (7) Leadership

(8) Toughness

(9) Accountability

b. Officer-like Qualities are evaluated from Day 1 through Graduation. Unsatisfactory performance is grounds for roll-back in training or recommendation for attrition.

c. Candidates will receive an OLQ Fitness Report (FITREP) while at OCS. The Class Officer is the Reporting Senior for all OLQ FITREPS. Appendix H displays an OLQ FITREP.

(1) The Officer Candidate Phase OLQ Mid-term Counseling will be given at the end of week 6.

(2) The Candidate Officer Phase OLQ FITREP will be given during week 11 and 12. Candidate Officers will provide OLQ FITREP inputs to their Class Officer no later than the end of week 10.

(3) Additional OLQ FITREPS may be given in special circumstances. Liberty incidents during week 12 may result in a failing OLQ score jeopardizing graduation.

d. The OLQ FITREP is based on a 1.0 to 5.0 scale.

e. A member trait average of 3.0 is meeting (minimum) standards.

f. If a Candidate receives a trait average below 3.0 the candidate may be forwarded to the DOCS for potential roll-back.

330. Medical Regulations

a. General. Candidates will not train unless medically qualified and cleared to participate.

b. Candidate Responsibility. **Candidates are responsible for reporting changes in their medical status to the Class Team.**

(1) Candidates will notify the chain of command of any incident relating to their medical status and/or when any medical personnel, including civilian facilities, treat them. Candidates are not required to report their specific medical conditions to anyone other than medical personnel; however they must notify the Class Team of LD or SIQ status.

(2) Candidates authorized by medical personnel to wear braces or support devices must have chits authorizing their use.

c. Duty Modification Chits/Medical (Med Chit)

(1) When a candidate receives a Med Chit, they will provide a copy to the Class Officer. If the Chit is a result of an injury, the Candidate will immediately meet with the LCO, DPOCS, and the OTCN Safety Officer.

(2) The second copy will be placed in the candidate's port breast pocket folded neatly behind their ID card.

(3) SIQ Med Chits require an additional copy to be turned in to the Section Leader and used to pick up the candidate's meals from the chow hall.

d. Self-Medication. Candidates will not purchase or consume over-the-counter medications. All medication must be prescribed or approved by appropriate military medical authority, and documentation must be made in the candidate's health record.

e. LD/SIQ

(1) Any candidate placed on SIQ/LD status that limits physical activity from check-in Sunday up through the completion of Fast Cruise will be rolled to H Class.

(2) Candidates placed in a "No Duty" or SIQ status for two consecutive training days may be rolled to H-Class. If assigned to H-Class, the candidate will not be assigned to another class until returned to full duty ("med up"). The determination to roll the candidate will be made by the DOCS.

(3) Candidates placed in a LD status for five or more training days may be rolled to H-Class. The determination to roll a candidate will be made by the DOCS.

(4) Candidates repeatedly placed on SIQ or LD status may be rolled to H-Class until they are capable of commencing training. The determination to roll a candidate will be made by the DOCS.

f. Heat Stress

(1) General Information. Candidates should be aware of the symptoms that accompany potentially life-threatening heat conditions. These conditions result when the body's normal cooling mechanism breaks down. Heat stress takes three forms: heat cramps, heat exhaustion and heat stroke. Table 3-3 lists symptoms and treatment.

<u>Condition</u>	<u>Symptoms</u>	<u>Treatment</u>
Heat Cramps	<ul style="list-style-type: none"> - Severe muscle cramps (especially in legs, calves and abdomen) - Faintness, dizziness 	<ul style="list-style-type: none"> - Stop exercising - Move the individual to a cool environment - Lay the individual on his/her back and fan - Direct cold water or apply cold compresses to the groin areas and armpits - Notify the CDO and Branch Medical clinic - For afterhours heat cramps, notify the Naval Hospital
Heat Exhaustion (Serious)	<ul style="list-style-type: none"> - Pale or flushed, clammy skin - Dilated pupils - Faintness, dizziness - Weakness and exhaustion - Unconsciousness (with other symptoms) 	<ul style="list-style-type: none"> - Same as heat cramps EXCEPT in case of collapse where one should: - Call an ambulance immediately (911 or 841-3333) - Make sure the victim's airway is open - Lay the individual on his/her side to facilitate safe vomiting
Heat Stroke (Most serious)	<ul style="list-style-type: none"> - Flushed, hot, dry skin - Constricted pupils - Faintness, dizziness - Change in consciousness - Rapid, weak pulse - Rapid, willow breathing 	<ul style="list-style-type: none"> - Same treatment as heat exhaustion EXCEPT with greater urgency: - Body temperature must be lowered as soon as possible by whatever means available - Untreated heat stroke invariably leads to death

Table 3-3

(2) Heat Stress Prevention

(a) Fluids. Drink enough water to pass clear urine (a sign of full hydration). Drinking sufficient water is the best way to avoid heat stress. Canteens are required to be full at all times.

(b) Diet. Eat foods rich in potassium such as bananas, baked potatoes (including the skin), leafy vegetables, and whole grains to maintain the correct electrolyte balance.

g. Hypertension (High Blood Pressure). If left untreated it can lead to serious health problems. Hypertension is typically a symptomless condition. Risk factors may include: family history, age, lack of physical exercise, diet, obesity, smoking, gender and race. Diagnosis should be made by a healthcare professional.

h. Cardiac Arrest. The abrupt loss of heart function, caused when the heart's electrical system malfunctions. Without warning, it occurs instantly or shortly after symptoms appear. Table 3-4 lists warning signs of cardiac arrest.

<u>Sign</u>	<u>Assessment</u>	<u>Action</u>
Sudden loss of responsiveness	No response to tapping on the shoulders. Does nothing when you ask if they're OK.	Yell for help. Direct someone to call emergency response (401) 841-3333 or 911 and get the AED.
Check for breathing	Person isn't breathing or is only gasping.	Initiate CPR. Push hard and fast in the center of the person's chest. Continue until the arrival of the AED (Turn the machine on and follow voice prompts) or until someone with more advanced training takes over.

Table 3-4

331. Miscellaneous Regulations

a. Verbal Response. Indoctrination Candidates and Officer Candidates will respond in a loud, firm, confident voice (ballistic) at all times with Class DI and Class RDC with the following exceptions: Candidates will not be ballistic in/or around the Command Suite, Navy Exchange (NEX), and Callaghan Hall. Candidates will not be ballistic with Candidate Officers or Class Officers at any time. Candidate Officers are not required to speak ballistically unless performing RPT.

b. RPT. When a candidate is spot corrected by use of RPT by a staff member other than the Class Team, the candidate will immediately report the infraction to a member of the class team following completion of RPT.

c. Training Building Conduct

(1) Passageways. Central Passageways are for transiting. Loitering is not permitted. Talking in these passageways is prohibited unless addressing a staff member or Candidate Officer.

(2) Food and Beverages. No eating or drinking (except water) is allowed outside of Ney Hall Galley unless approved by the Class Officer.

d. Recycling. As part of NAVSTA Newport, OTCN is required to recycle to the maximum extent possible. Candidates will separate their recyclables and place them in the proper container outside Nimitz Hall.

SECTION 3 - PROCEDURES

332. Courtesies

a. Saluting

(1) Proper Salute. As illustrated in Figure 3-4, raise the upper right arm to a position parallel to the deck. Place the forearm at a 45-degree angle with the hand and wrist straight. Face palm slightly inward, thumb and fingers extended and joined, with the tip of the forefinger touching the bill of the headgear just over the starboard eye as if shielding the sun. You should be able to see the entire palm when looking straight ahead. Face the individual being saluted and hold the salute until the officer has returned and acknowledged your salute. After the senior officer acknowledges your salute, bring the arm down smartly to your side. If the right arm is incapacitated (i.e. in a cast and/or sling) a salute will be rendered in the same manner with the left hand.



Figure 3-4

(2) Who to Salute. Salute all officers, high-ranking dignitaries of the United States government and of all recognized nations. Salute all commissioned officers in civilian clothes that are recognized. Candidates will not salute Candidate Officers. Salute all official vehicles with standards not cased or with a flag officer insignia on the front plate. Candidates may, while on base in the course of their travel, receive a salute from junior enlisted personnel. If this occurs, return the salute and give the appropriate greeting. This will assist in reinforcing their military bearing and discipline.

(3) When to Salute. The salute is rendered when covered and from a position of attention. The salute is rendered when the person or National Ensign is at a minimum six paces distance or at the closest point of approach, a maximum of 30 paces.

(a) Return of a salute is mandatory.

(b) When escorting or accompanying a senior, for purposes of saluting and rendering military courtesies, the junior assumes the rank of the senior and salutes with the senior.

(c) If walking, continue walking and salute from an erect position. If running, come to a walk, render a salute then carry on after the salute is returned.

(d) If engaged in conversation with an officer outdoors or on watch, the conversation will commence and terminate with a salute.

(e) During morning and evening colors, stop, face colors or the direction of the music and render a salute from the first note of the National Anthem or Retreat and drop the salute at the last note and remain at attention until “carry on” is played. If in formation all personnel will come to a halt, the formation leader will face the flag or music and salute for the formation.

(4) Saluting While on Duty and Under Arms. Candidates standing watch on the Quarterdeck will salute all officers. Officers not in uniform will be saluted if they are recognized. Candidates will be instructed by their DI on the proper method to salute while carrying a rifle.

(5) When not to Salute. The following are occasions when salutes are not rendered. When saluting is not appropriate, the greeting of the day will still be rendered.

(a) Uncovered. When in uniform and uncovered.

(b) In Formation. Only the leader of the formation salutes for the formation.

(c) Work Details. When working as a member of a work detail.

(d) Carrying Articles. When both hands are required to carry articles.

(e) PT Gear. While engaged in athletics.

(f) Inappropriate Occasions. In public conveyances, where obviously inappropriate, or where confusion will result (i.e., saluting at long distances, or in control of a moving vehicle).

b. Bracing. Is performed at the position of attention with the candidate's back and heels four inches from the bulkhead

(1) Inside of Nimitz Hall, whenever staff members enter the deck, candidates will brace the bulkhead and give the greeting of the day.

(2) "Attention on Deck" is to be used for all Officers and "Attention on Deck, Standby" for all Drill Instructors and Chief Petty Officers.

(3) If a single candidate is on deck, the candidate will brace the bulkhead and give the greeting of the day. If multiple candidates are on the same deck, the candidate who first recognizes the staff member will call out "Attention on Deck" or "Attention on Deck, Standby" and all the candidates will brace the bulkhead and give the greeting of the day.

(4) When the staff member enters the deck, candidates will remain braced until given further instruction. When the staff member exits the deck, candidates will carry on.

(5) If multiple staff members are transiting together, courtesies will be rendered for the senior individual first. Clarification will be provided during "Basic Military Protocols" usually taught during the second week of training.

(6) If a staff member is already on deck, candidates will not brace the bulkhead or give the greeting of the day if another staff member enters the deck except for the XO and CO.

(7) Candidate Officers will not brace the bulkhead nor call attention on deck except for the XO and COs.

(8) Candidates conducting sweepers will give the greeting of the day but will not brace.

c. Greeting of the Day

(1) The greeting of the day is "Good Morning (0001-1200)/ Afternoon (1201-1800)/ Evening (1801-2400), Sir/Ma'am/Chief/Senior Chief/Master Chief/Staff Sergeant/ Gunnery Sergeant/Master Sergeant," as appropriate and is given simultaneously with a salute if covered when encountering an officer.

(2) If a wristwatch is not worn, Candidates will use meals as a guide for the greeting of the day: Morning is used before lunch, Afternoon is used after lunch and before dinner, and Evening is used after dinner.

(3) All Candidates will address Senior Enlisted Personnel by their appropriate title (i.e. Good Morning Chief/ Senior Chief/Master Chief/ Staff Sergeant/ Gunnery Sergeant/Master Gunnery Sergeant, etc.).

d. Overtaking a Senior. When overtaking an officer, (while walking) request “By your leave, Sir/Ma'am/Chief/Gunnery Sergeant, etc..” followed by the greeting of the day. When given permission to pass, with the response, “Granted” or “Carry on,” salute and pass on the port side of the individual, unless that side is obstructed.

333. Formations. Formations are used to move personnel in a military manner from point “A” to point “B”. All Candidates (including Candidate Officers) will traverse in a military manner.

a. Platoon Formation

(1) Applicability. Candidates in groups of 4 or more will generally be in platoon formation when traversing from one evolution to another. Candidates will form in columns based on the number of personnel with a unit leader positioned to the port side of the formation.

(2) Courtesies. The unit leader will render courtesies for the formation.

b. Independent Steaming

(1) Applicability. Candidates not in a platoon formation are considered to be independent steaming. Candidates will steam in a single file on the starboard side of the sidewalk or road and move in step at a 120 pace per minute gate (unless in a light duty status).

(2) Courtesies. When independent steaming with more than two candidates, only the first and last candidates (normally the Section Leader) will render appropriate courtesies.

334. Building Procedures

a. Passageways. Candidates prior the CAPSTONE Event will traverse passageways on the starboard side with their right shoulder four inches from the bulkhead. All corners will be squared. Candidates will not cut the deck unless instructed by a staff member.

b. Office Entry and Exit. Offices are not uniform; therefore, facing movements must be adjusted to coincide with the floor plan. All swinging doors are to be pulled open and will not be allowed to swing freely after entry/exit.

(1) Knocking

(a) Candidates will approach the door from starboard with the right shoulder four inches from the bulkhead and halt so that the shoulder is even with the doorframe. The candidate will ground their canteen to the bulkhead and then check their appearance prior to stepping off.

(b) Stepping off with the left foot, the candidate will move to the center of the doorway, halt, execute a right face and adjust to the center of the doorway if needed.

(c) With the palm of the right hand, the candidate will knock three times at eye level on the doorframe in a loud, vigorous manner and await acknowledgement. If they are told to enter, proceed to the next section. If the candidate is instructed to state his or her business, the candidate will give the greeting of the day, state, "Sir/Ma'am/Chief/Senior Chief/Staff Sergeant/Gunnery Sergeant, Officer Candidate _____, Class XX-XX," and state his or her business. If told to wait, the candidate will conduct a right face and will proceed to a position just starboard of the doorway and will wait in accordance with the guidelines given below.

(2) Proceeding to the Desk

(a) When proceeding to the desk of an enlisted staff member without an officer present, move in the most direct route to a position 12 to 18 inches in front of, and centered on, the desk.

(b) If proceeding to the desk of an enlisted staff member and an officer is present, or to a staff officer's desk and a senior officer is present, take one-step into the office and halt when directed to enter. Face the officer or senior officer. If covered, salute the officer and hold while giving the greeting of the day; if uncovered, simply give the greeting of the day. Await acknowledgment. Move in the most direct route to a position 12 to 18 inches in front of and centered on the desk of the person who authorized the entry.

(3) At the Desk

(a) Report: "Sir/Ma'am/Chief/Senior Chief/Master Chief/Staff Sergeant/Gunnery Sergeant, Officer Candidate _____, Class XX-XX, reporting to _____ as ordered" or, when requesting to speak: "Sir/Ma'am/Chief/Senior Chief/Master Chief/Staff Sergeant/Gunnery Sergeant, Officer Candidate _____, Class XX-XX, requests permission to speak to _____." If covered and interviewing with an officer, a salute is rendered with the report.

(b) If given the order "stand at ease," the candidate will do so but will not sit down unless specifically told to "sit down," "have a seat," etc. When seated, the candidate will sit "at ease."

(4) Dismissal

(a) When dismissed or instructed to "carry on," if at any position other than attention, the candidate will come to attention.

(b) Take one-step to the rear with their left foot swinging their left arm six inches forward and the right arm 3 inches to the rear of the right leg. Bring the right heel against the left, assuming the position of attention.

(c) Answer “Aye-Aye, sir/ma'am/Chief/Senior Chief/Master Chief/Staff Sergeant/Gunnery Sergeant.” If covered and interviewing with an officer, the report is rendered with a salute.

(5) Exiting

(a) If interviewing with an enlisted staff member and an officer is present or if interviewing with an officer and a senior officer is present, face the officer or senior officer. If covered, salute the officer and hold while giving the greeting of the day; if uncovered, simply give the greeting of the day. Await acknowledgment.

(b) Execute the appropriate facing movement (left, right or about face) to face the door in the most direct manner.

(c) Cross the door threshold with the left foot first. While pivoting the head 90 degrees to the starboard render the appropriate greeting of the day, while crossing the threshold. Once outside, execute a left face and proceed to recover their canteen.

(d) If exiting to wait for a group of candidates, proceed around the deck returning to the end of the candidates awaiting interviews.

c. Awaiting Office Entry

(1) When waiting to enter an office, candidates will position themselves on the starboard side of the doorway, at parade rest, with their back to the bulkhead and heels four inches from the bulkhead.

(2) Situational awareness of the deck is required to ensure appropriate honors are rendered. When a staff member steps onto the same deck as the candidate, the candidate will brace and give the greeting of the day (if covered, the candidate will salute and give the greeting of the day to all commissioned officers). If several candidates are waiting and a staff member steps onto the same deck, all will give the greeting of the day simultaneously.

(3) Once a candidate's name has been called, the candidate will perform the office entry procedure.

(4) If several candidates are waiting and one candidate enters the office, the next candidate in line will give the necessary facing movements to move the line down to wait next to the doorframe.

d. Opposite Sex Room Entry. Opposite sex room entry procedures are applicable only to berthing. Unassigned or unoccupied berthing areas and all other spaces are designated common spaces and considered areas possessing no reasonable expectation of privacy.

(1) Knock on the door or doorframe as per office entry procedures.

(2) State loudly "male on deck" if a male is attempting to enter a female berthing and "female on deck" if a female is attempting to enter a male berthing.

(3) Wait three seconds for a reply. If a reply is not received, repeat the above step one more time.

(4) If a reply is not received a second time, the berthing or head can be presumed empty and the candidate can enter.

(5) If any candidate in a berthing space is not in compliance with the minimum clothing provisions required by the OCR, a reply of "Wait" will be made. Otherwise, a candidate in the space will respond by announcing "Enter."

(6) Upon receiving the reply "Enter," open the door, enter the berthing, conduct business, and leave.

(7) The berthing door will remain fully open any time candidates of the opposite sex are in the space.

335. Chow Hall Procedures. Following the successful completion of 6th week PI, all ditties are secured except under special circumstances as determined by the COC. Ditties are noted in italic in this document however are not all inclusive (e.g. "Snap, Pop," "Step, Freeze," "Freeze, Candidate Freeze", "No Choice").

a. Entering

(1) After marching up the sidewalk in front of Ney Hall, the class will execute the appropriate column movement and halt before the steps leading to the seaward side entrance.

(2) The Section Leader will relieve the drill body and then proceed by marching to a position in front of the outboard squad, execute a column left and march up to the second set of steps. The Section Leader then performs a left face, centers themselves on the second squad leader, and faces left again. At this time the Section Leader will ground their toes to the edge of the top step by executing a series of short choppy steps while looking down.

(a) The Section Leader will then give the order, "Guide, post the guidon." The guide responds, "Aye-Aye, Section Leader." Following their response, the guide will proceed with grounding the guidon.

(b) The Section Leader will command "Class XX-XX, upon receiving the command of execution 'Move' you will ground your (canteens/gear) to the (port/starboard) side." The class will respond, "Aye-Aye, Section Leader" and pass their canteens/gear to the squad closest to the side they have been directed to ground their canteens/gear.

(c) After the guide returns to their position in the rear of the formation, the Section Leader will then command "Class XX-XX, upon receiving the command of execution 'March' you will half step up the ladder well and reform at the door." The class will respond, "Aye-Aye, Section Leader."

(d) The Section Leader will then command, "Half Step, March." The class will then execute the movement while the Section Leader marches backwards with the class calling cadence.

(e) The Section Leader will halt the class at the end of the sidewalk giving the command "Platoon, Halt."

(f) The Section Leader will then command, "Ready, Adjust," at which time all candidates will adjust any uniform items to ensure everyone is presenting a neat and clean appearance. Then they will reform at the door exactly one forearm's distance apart. Reflective belts will be removed at this time and placed in the port cargo pocket. While doing so the class will respond with:

"Discipline, D...I...S...C...I...P...L...I...N...E, Discipline is the instant, willing obedience to orders, respect for authority and self-reliance. *Freeze, candidate freeze.*"

(g) The Section leader will then command, "Standby to sanitize." The class will respond, "Standby to sanitize, Aye-Aye, Section Leader." The Section Leader will command, "MOVE." The entire class will respond "KILL". On this command every squad leader with the exception of fourth squad leader will snap their head to the right. The class will proceed to the hand sanitizer, filing off one squad at a time until reformed in platoon formation and waiting for the next command.

(h) The Section Leader will then command, "Door bodies off the rear."

(i) The class will respond, "Door bodies off the rear, Aye-Aye, Section Leader." Followed immediately by "Aye-Aye, Section Leader" from the two door bodies.

(j) The two door bodies will execute the appropriate facing movements to exit the formation, proceed to the door, with the second door body centered on the section leader. The second door body will respond "door bodies reporting as ordered Section Leader." The Section Leader will respond, "Door Bodies, Post." Both door bodies respond "Aye-Aye, Section Leader." Both Door Bodies will execute a right face, take one-step forward, face right, and take one-step backwards so they are positioned abreast of the Section Leader.

(k) The Section Leader will then order, "Door bodies, report status of chow hall deck." The door bodies will respond, "Aye-Aye, Section Leader." The second door body will take one-step forward, face left and proceed to the second door. The first door body will open the first door for the second door body.

(l) The second door body will look through the door inside the chow hall to see if any classes are standing in line. If there are less than eight candidates in line, the door body will perform an about face and step through the first set of doors until they are outside.

(m) Once outside the second door body will respond, "Chow hall deck all clear, Section Leader." The entire class will repeat this last statement. If there is a class standing in the chow line, the door body will respond, "Chow hall deck not clear, Section Leader." The entire class will repeat this statement. The Section Leader will command, "Report status of chow hall deck when chow hall decks all clear." The door body will respond, "Aye-Aye, Section Leader," and monitor the status of the line in the chow hall until it is clear, at which time the candidate will follow the procedure for announcing the chow hall deck all clear.

(n) The Section Leader will then order, "Door body, crack the door". The door body will respond, "Aye-Aye, Section Leader," march to the second door, execute a right face and crack the door while back stepping.

(o) The Section Leader will step forward with the left foot, execute a left face, march towards the chow hall door, step on the doorframe, and state, "Good Morning Ladies, Good Morning Gentlemen Class XX-XX, marching in for chow," in a Command Voice. The Section Leader will then take their original position, by executing two right faces, march to his original position, execute a left face, and take one back step. The class will respond, "Class XX-XX, marching in for chow."

(p) The Section Leader will command, "Column of files from the right". The appropriate squad leader will then order, "Forward," and the other squad leaders then turn their heads to the right and order, "Stand fast," and the Section Leader will then give the order, "March". The designated squad will then step forward, remove their covers and sound off in a Command Voice by number in sequence as the left foot strikes the door frame, until all members of the class have entered. The first and last candidate will give the greeting of the day instead of their number in a Command Voice.

(q) The section leader will relieve the first door body by slapping his/her hand on the metal part of the door and giving the command "Proceed door body." The door body will respond with "Aye-Aye, Section Leader" and proceed into the galley using the procedures listed above. The Section Leader will then repeat this procedure for the second door body and then follow him/her into the galley.

b. Inside the Chow Hall

(1) Once inside the chow hall, the class will continue single file until formed in a column of twos; stopping once parallel with the back edge of the sixth table from the door on the port side. **Ballistics in the chow hall are only authorized when RDCs and DIs are present to supervise. Following successful completion of 6th week PI, Ballistics are no longer authorized in the Galley except under special circumstances as approved by the CoC.**

(2) The Section Leader will remain at the end of the line waiting for the class to form. The Section Leader will center him/herself at the first stanchion. If any OCS Staff Member is present, the Section Leader will order "Class XX-XX, ballistics are not secured. If an OCS Staff Member is not present, the Section Leader will order "Class XX-XX, ballistics are secured." The class will respond with "Aye-Aye, Section Leader." The Section Leader will order, "Proceed class XX-XX.". The class will respond with "Aye-Aye, Section Leader".

(3) The front candidate in the port line will command "Forward, March" (over right shoulder). The entire class will take a step at the same time saying, "*Step, Freeze*". The front candidate will then command, "Stand fast". Front candidate in the port line will stand fast, while the starboard side candidate takes six steps forward, and left flanks. Port line will step off on starboard's fourth step, takes two steps and flank together with the starboard Candidate.

(4) When a candidate arrives at the stack of trays, he/she will retrieve a tray and silverware as instructed by the Class Team. The candidate will then execute two side steps or appropriate facing movements in order to form a line at the serving area. Candidates will hold their trays with a posture of elbows tucked into sides, wrists and forearms straight and parallel to the deck. Candidates will proceed through the serving line by sidestepping along the food serving area and continue sidestepping around to the drink dispenser. Candidates will then stop to get the designated beverages, and then execute a facing movement in order to form a line at the water station. Once water is placed on tray, candidates will then march to appropriate tables for seating.

(5) Upon arriving at the table at which they are to sit, candidates will place their trays on the table, arrange their glasses and silverware, stage jackets if necessary and then stand behind their chairs.

(6) Candidates will arrange their trays as follows:

(a) The tray will be placed one fist width from the outboard edge and grounded to the near edge of the table.

(b) Glasses will be placed on the table grounded to the forward edge of the tray, with the water on the starboard side.

(c) Plates will be centered and grounded to the bottom edge of the tray.

(d) Salad bowls will be grounded on the port side. Fruit bowls will be grounded on the starboard side.

(e) Bread, butter and condiments will be centered and grounded to the upper edge of the tray.

(f) Silverware will be grounded to the bottom of the tray and set with the fork to port of the plate, the knife to starboard of the plate (cutting edge inboard) and the spoon starboard of the knife.

(g) Once a candidate has arranged their tray, they will retrieve their study material and hold it directly in front of them with their right arm fully extended and study at a modified position of attention.

c. At the Table. All candidates will wait to be seated by the Section Leader. The following commands will be given:

(1) Section Leader: "Put it away, Class XX-XX." The class responds "Aye-Aye, Section Leader." Candidates will put away their study materials then return to the position of attention.

(2) Section Leader: "Class XX-XX, these tables, both sides, ready, seats." Candidates will pull out their chairs, enter from the starboard side and take a seat.

(3) Section Leader: "Adjust." (Candidates slide towards the table grabbing the bottom of the chair with the port hand. Candidates' stomachs will touch the table. Candidates will sit on the front one third of the chair).

(4) Section Leader: "Pray at will." Candidates will snap their heads down and then simultaneously respond with "*snap*". (Candidates are given at least 10 seconds to bless their meal, if they wish).

(5) "Ready, eat." Candidates snap their heads to the front and then simultaneously respond with "*snap*."

(6) The Section Leader then slaps the table with the appropriate number of counts to indicate his/her class number and commands, "Class XX-XX, this is your 20 minute warning." The class replies, "Aye-Aye, Section Leader." (Commence meal) The section leader gives 15, 10, and 5-minute warnings at the appropriate times.

(7) Candidates will follow these exact procedures until they have completed the Capstone Event and entered Candidate Officer Phase.

d. Greetings. The greeting of the day will not be given in the chow hall except upon entering and exiting.

e. Exiting

(1) When there is one-minute remaining, the Section Leader will command, "Put it away Class XX-XX." At that time, all candidates will respond, "Aye-Aye, Section Leader," and finish all of their fluids.

(2) When the allotted time has expired, the Section Leader will command, "Class XX-XX, this is your immediate warning." Candidates will fold up their napkins one inch by one inch and place them under their plates.

(3) The Section Leader then commands, "Class XX-XX, prepare to ground glasses on tray." The class will respond, "Aye-Aye, Section Leader," and place their starboard hands against the edges of the tables, fingertips touching the edge. When the Section Leader calls, "Ready," the entire class will grab glasses with their starboard hands. On the command, "Move," the entire class will place glasses on trays.

(4) The Section Leader will then command, "Class XX-XX, prepare to take your feet." The class will respond, "Aye-Aye, Section Leader." The Section Leader will then command, "Ready," at which point the class will grab the backs of their chairs with their starboard hands. Upon the command, "Move," the entire class will stand and exit to the port side of their chairs, ground chairs to the table, and come to the position of attention (If candidates have jackets the Section Leader will then command "Class XX-XX, prepare to don foul weather jacket/NWU Parka" The class will respond, "Aye-Aye, Section Leader." The Section Leader will then command, "Ready, move" the class puts on their jackets and reflective belts and return to the position of attention.

(5) The Section Leader will then command, "Class XX-XX, prepare to face the scullery." The class will respond, "Aye-Aye, Section Leader." The Section Leader then commands "Ready, move." The class will execute the appropriate facing movement to face toward the scullery.

(6) The Section Leader will then command, "Class XX-XX, prepare to recover trays." The class will respond, "Aye-Aye, Section Leader," and upon the command, "Ready, move," the class will pick up trays and assume a posture of elbows tucked into sides, wrists and forearms straight and parallel to the deck.

(7) The Section Leader will command, "Column of files from the right (or left)." The appropriate squad leader will order "Forward," after which the other squad leader will order, "Stand fast." The Section Leader will then order, "March." The class will then file out, depositing trays at the scullery. The first two candidates to the scullery will deposit all trays for the class. The third and fourth candidates will hold the doors open for the rest of the class as they exit. The first and last candidates out of the chow hall will render the greeting of the day. As the Candidates cross the threshold of the inner door, they will don their head gear and gloves if necessary.

(8) Once outside, the class will retrieve canteens/gear by side stepping along the line of canteens/gear and form up into a class formation at the position of attention and the Section Leader/Drill Body will march them to the next scheduled event.

336. Telephones/Correspondence

a. Telephones

(1) Official Telephone Calls. Candidates may make official telephone calls during any phase of training once approval is granted from the Class Officer.

(2) Personal Phone Calls. Authorized Quarterdeck phones will be used for personal phone calls once proper authorization has been given from the Class Officer.

(a) Indoctrination Candidates. Indoctrination Candidates will make a 5-minute phone call, to their next of kin notifying them they arrived safely. Additional phone calls, except in emergencies, are not authorized during Admin Week. After completion of General Quarters, Indoctrination Candidates can make and receive personal calls Friday-Saturday from 2000 to 2200, and Sundays and Holidays from 0730 to 1600 for a maximum on 5 minutes. Authorized cell phones (President/VP/Adjutant/Med Body) are for official calls only. Personal calls will be made from the Quarterdeck phones.

(b) Officer Candidates. Officer Candidates can make and receive personal calls Friday-Saturday from 2000 to 2200, and Sundays and Holidays from 0730 to 1600. Authorized cell phones (President/VP/Adjutant/Med Body) are for official calls only. Personal calls will be made from the Quarterdeck phones.

(c) Incoming Phone Calls. Other than the specified times, candidates will not be permitted to take incoming calls unless an emergency exists.

b. Personal Mail. Candidates may send and receive personal mail. Note that the Zip Code +4 is important to ensure timely routing. The mailing address is:

OC _____ (name) _____
OCS CLASS NO _____
OFFICER TRAINING COMMAND NEWPORT
1356 MEYERKORD AVE
NEWPORT, RI 02841-1644

c. Official Military Correspondence. Official military correspondence will be forwarded through the chain of command. Assistance in preparing official correspondence can be obtained from the Class Team and administrative staff.

337. Religious Services

a. Policy. DON policy is to accommodate the doctrinal or traditional observances of the religious faith practiced by individual members when these doctrines or observances will not have an adverse impact on military, unit or individual readiness, unit cohesion, health, safety, discipline, or mission accomplishment. Accommodation of a member's religious practices cannot be guaranteed at all times and is subject to military necessity. Determination of necessity rests with the CO.

b. Attendance. The attendance of religious services is strictly voluntary. Candidates may participate in services, religious education, choir, and serve as ushers on Sunday at the Chapel of Hope. Additionally, Candidates after the first week of training may attend Wednesday evening bible study at OTCN as mission accomplishment permits. The following procedures will be followed during the Indoctrination and Officer Candidate phase for services at the Chapel of Hope:

(1) Candidates will form up 20 minutes prior to the start of the worship service of their choice in front of the Nimitz Hall quarterdeck and be marched over, by a Candidate Officer to the south end of the Kay Hall parking lot. They will be dismissed and immediately enter the Chapel of Hope through the double doors. Upon the completion of the service they will immediately depart the sanctuary and form back up at the south end of the Kay Hall parking lot and be marched back to Nimitz Hall by a Candidate Officer. Those attending the bible study prior to or after services will be marched to and from Perry Hall from the Kay Hall parking lot.

(2) Candidates wishing to attend services not offered aboard Naval Station Newport, or who wish to attend services at a time other than on Sunday morning may do so after obtaining approval from the Class Officer, after consultation with the Command Chaplain, via a Special Request Chit. These candidates may request duty driver support to and from the services. Candidates who have been authorized to attend off-base religious services will wear the following: NWU (per Navy Uniform Regulations) during weeks one through six of training and

Service Khakis after week six of training (Navy PTU is authorized if a Candidate has not yet purchased the NWU).

338. Medical and Dental Procedures

a. Medical Appointments. Candidates will inform the Section Leader or chain of command before departing for any appointment. Officer Candidates will only be transported in a government vehicle. Candidates will arrive 30 minutes prior to their appointment time on the King Hall Quarterdeck. After their appointment, candidates will return to training and inform the Section Leader or chain of command of their return. A copy of LD/SIQ chits will be turned in to the Class Team when they return to Nimitz Hall. All other documents pertaining to a candidate's health or those containing HIPPA sensitive information will be delivered as directed by medical staff by the candidate receiving treatment. Unless otherwise directed, all documents will be delivered to the OTCN Student Medical Liaison. Medical appointments take priority over all training evolutions. Deconflictions ahead of time will be handled by the Class Officer. Missed appointments will be considered an unauthorized absence.

b. Sick Call. Candidate Sick Call is held at King Hall Branch Medical 0630-0900 Monday through Friday. Candidates who require medical attention on weekends or after working hours, will inform the OTCN CDO and their Class Team. Candidates requiring Sick Call on PT days will muster for PT with their class, fall out prior to PT, detail to morning chow, and **report to King Hall Branch Medical by 0630**.

c. Medical Emergencies. Emergency medical treatment is provided by NHCNE (Ambulance phone number on base 401-841-3333 or dial 911 and tell them you are at NAVSTA Newport). After hours, emergencies will be reported using the same number and transported to Newport Hospital. The REGCOM will ensure that the Class Team and OTCN CDO have been notified when after-hours emergencies occur.

d. Non-emergency issues. All non-emergency medical problems, which occur after sick call but within the normal workday (0700-1545), must be seen at King Hall. Candidates will report to a Candidate Officer or the Class Team when medical attention is required to ensure proper attention is received.

e. After-Hours Non-emergency issues. The CDO will be contacted for all after-hours non-emergent issues. The CDO will contact the on-call medical provider (1-888-Navy-Med).

f. Medical Treatment Follow-ups. All candidates that receive medical treatment from any outside medical facility/health care provider will report to the next scheduled sick call to be re-evaluated by King Hall Medical. Candidates will be regarded as LD until such time that they are cleared by Navy Medicine.

g. Dental Procedures. Dental Sick Call is Monday through Friday 0700-1600. Requests for dental care will be coordinated via the Regimental Medical Liaison and the Class Team. Dental appointments take priority over all training evolutions. Deconflictions ahead of time will be handled by the Class Officer. Missed appointments will be considered an unauthorized absence.

339. Fire or Emergency Evacuation Procedures

a. Per Navy Occupational Safety and Health (NAVOSH) requirements, Candidates are responsible for memorizing and following the fire evacuation diagrams posted in all passageways and rooms. All alarms will be treated as an actual occurrence whether or not a drill is announced.

b. Evacuation Procedures. Upon the sounding of the fire alarm, all candidates will quickly and orderly depart the building, proceed to designated muster areas, form up, and report muster results to the CDO. During inclement/cold weather candidates will proceed to a non-affected OTCN building chosen by pertinent authority after the muster has been reported.

Designated muster areas are as follows:

Primary – Nimitz Field

Alternate – Kay Hall

CHAPTER 4

CONDUCT AND PERFORMANCE SYSTEM

SECTION 1 – GENERAL

411. Standards of Conduct. All candidates are expected to exhibit dedication, commitment to excellence, and exemplary standards of conduct and performance at all times, whether on or off-duty. This conduct applies to personal behavior and relations with others, whether civilian or military. The standards of conduct contained in this regulation are guided by Navy Regulations, the Uniform Code of Military Justice, the Code of Conduct, the Bedrock Standards of Conduct, and other regulations and instructions promulgated by higher authority. Candidates will comply with the substance, spirit, and intent of these standards and avoid conduct that reflects discredit upon themselves, OCS, and/or the United States Navy. Additionally, candidates will not violate local, state, or federal laws or conduct themselves in a manner that questions their personal morals. Candidates found delinquent in conduct or performance may be recommended for separation if it is determined their retention is not in the best interest of the Navy. It is impossible to cover every situation, therefore, in the absence of specific guidance, candidates are to be guided by initiative, common sense, and good judgment.

SECTION 2 – BASIC PRINCIPLES OF THE CONDUCT SYSTEM

421. Honor Code Violations

a. The Honor Code (paragraph 121) is a key tenet of the standards of conduct expected of all candidates. It is an integral part of life at OCS. Honor Code violations are especially egregious and are considered Class A offenses (see paragraph 432). An Honor Code violation may result in disenrollment from OCS. In some cases, mitigating circumstances such as forthrightness and/or time under the honor code may result in seawall with honor remediation.

b. Reporting Honor Code Violations. Candidates witnessing an Honor Code violation will report it to their Class Team. A failure to do so is also a violation of the Honor Code. False or malicious reports will be treated as Honor Code violations.

422. Attempts to Commit an Offense. An attempt is the intention to commit an offense and may be processed as if the offense were committed.

423. Knowledge, Intent, and Severity. Violations of regulations, instructions, orders, or codes of conduct will be evaluated on a case by case basis to ensure a just resolution occurs. When determining disposition of violations, the following factors may be considered:

a. Knowledge. The amount of time in training and reasonable expectation of knowledge of a regulation will be considered. Ignorance of a regulation is never an excuse for violating it.

b. Intent. The level to which the violation was intended is directly related to the manner in which the offense will be punished.

c. Severity. The severity of the offense will be evaluated in reference to other violations of the same offense and in relation to other conduct violations.

424. Witnessing a Delinquency. Witnessing, or having prior knowledge of, and failing to report to appropriate authorities the planning of any offense by another, is treated the same as if the individual who failed to report the offense, committed the offense.

SECTION 3 – THE CONDUCT SYSTEM

431. Reporting Offenses. OCS Report Chits (see Appendix G) will be filled out by the individual placing a candidate on report. Chits will reference the page and section of the OCR infraction when applicable. Report chits generated by staff members outside of the candidate's Class Team will be submitted to the alleged offender's Class Team immediately. The Class Officer will review, investigate, and process the chit as appropriate.

432. Candidate Offenses. Conduct violations are categorized, processed, and adjudicated as Class A, B, or C offenses.

a. Class A Offense. Class A offenses are especially egregious and directly call into question a candidate's leadership and ability to serve in the Navy.

(1) Examples of Class A offenses are listed below. This list is not all-inclusive.

- (a) An Honor Code violation.
- (b) Possession of firearms, ammunition, knives, or weapons of any kind while at OCS.
- (c) Disregard or contempt for authority or disrespect toward superiors.
- (d) Unauthorized absence (UA)/returning late from liberty or leave (greater than 30 minutes).
- (e) Any action of misconduct that brings discredit upon the Navy such as public intoxication, hazing, fraternization, or gambling.
- (f) A lack of or failure to develop OLQ.
- (g) Conducting RPT or unauthorized touching of another candidate.

(h) Receiving a below standards OLQ grade from the Class Officer.

(i) The commission of two or more Class B offenses while at OCS.

(2) Corrective Measures. Candidates committing Class A offenses will have their record forwarded to the DOCS. DOCS will determine the corrective measure up to and including rolling back one class. DOCS may determine the need for a Candidate to go before a PRB. The PRB will review and make recommendations concerning the offense.

b. Class B Offense. Class B offenses are less serious than Class A offenses, but generally indicate a willful disregard of or negligence in carrying out procedures, directions, or instructions.

(1) Examples of Class B offenses are listed below. This list is not all-inclusive.

(a) Late return from liberty or leave (less than 30 minutes).

(b) Tolerance of a regulation infraction by others (although in certain instances, such as Honor Code violations, tolerance of or failure to report an infraction may be considered a Class A offense).

(c) Entering unauthorized areas.

(d) Loss of/damage to government property.

(2) Corrective Measures. Class B offenses may result in:

(a) Extra Military Instruction (EMI).

(b) Demerits.

(c) Record forwarded to DOCS for review.

(d) Recommendation for a PRB.

c. Class C Offense. A Class C offense is a relatively minor deviation from expected standards. It may indicate that a candidate does not completely understand or is having difficulty attaining and maintaining standards. It may also signal that a candidate's performance is not progressing satisfactorily.

(1) Examples of Class C offenses are listed below. This list is not all-inclusive.

(a) Improper performance of duty.

- (b) Improper submission of official paperwork.
- (c) Failure to retain required information.
- (d) Unsatisfactory personal appearance.
- (e) Failure to render military courtesies.
- (f) Minor violations of standing orders.
- (g) Failure to respond to a correction.
- (h) Failure to comply with instructions.
- (i) Failure to exercise good judgment.
- (j) Loss of military bearing.
- (k) Failure to place recyclables in the proper container outside Nimitz Hall.

(2) Corrective Measures. Punishment for Class C offenses can be demerits or RPT. When spot corrected by use of RPT by a staff member other than their Class Team, the candidate will report the infraction to a member of their class team immediately following completion of RPT.

d. Misuse of a Government Computer. Misuse of a Government Computer may be classified as a Class A, B, or C Offense dependent upon the nature of the misuse. The Class of the offense will be decided by the class team on a case by case basis. In the event that the offense is discovered and reported by NMCI (Navy and Marine Corp Internet) or other outside agency, the misuse will be considered a Class A offense.

SECTION 4 – CORRECTIVE MEASURES.

441. Recording Demerits. Demerits will be recorded by the awarding authority on the Demerit Documentation Form (see Appendix G). This form will be signed by the candidate and his/her Class Officer. A copy will be provided to the RCB.

a. The RCB is responsible for ensuring all candidates with outstanding demerits are accounted for as conduct deficient. A candidate is conduct deficient immediately upon receiving demerits. The RCB will maintain a Demerit List of all assigned demerits within the regiment.

b. The Class Team will counsel the candidate and record it in the candidate's training folder. The Class Conduct Body will submit the completed Demerit Documentation Forms to the Class Officer.

442. Serving Demerits. Assigned demerits are worked off (as determined by the awarding authority) by RPT, marching tours, or a combination of RPT and marching tours. Candidates are expected to work off demerits expeditiously. Candidates will not be placed in a conduct deficient status or be eligible to work off demerits until after the successful completion of General Quarters.

a. One ten minute RPT session works off one demerit. Candidates must seek out a qualified staff member to administer RPT sessions. The candidate's demerit documentation form will be signed off as soon as RPT is completed. All regulations regarding RPT will be observed.

b. A marching tour is a 50-minute period where Candidates march, around the outer walls, in a square between east and center wing of Nimitz Hall at 120 steps per minute with a rifle at right or left shoulder arms. Candidates will come to order arms, execute a facing movement and return to right or left shoulder arms at each corner of the square. Location of tours may be changed based on weather conditions or space limitations. One marching tour works off one demerit. Tours will be monitored by a Candidate Officer for proper execution.

(1) A candidate is not credited for improperly executed marching tours and may receive additional demerits.

(2) No other activities are allowed in the vicinity where marching tours are being conducted.

(3) Marching Tours are conducted Thursday at 1800 and 1900; Friday at 1800, 1900 and 2000; and Saturday at 1400, 1500, 1600, 1800, 1900 and 2000.

(4) Candidates may be allowed to march accelerated tours in the Candidate Officer phase to meet graduation requirements or maintain their rank. The schedule for accelerated tours must be approved by the DOCS. A maximum of six tours per day may be authorized unless approved by the CO.

(5) Tours will be conducted in the NWU and signed-off by any staff member, Candidate Officer holding the rank of Candidate Lieutenant Commander or above or the RCB.

(6) Candidates may not perform marching tours if they are LD (as documented on a medical chit), have an academic average below 70%, or within 48 hours of an academic test, unless authorized by the Class Officer. If this restriction precludes a candidate from working off all of their demerits prior to graduation, disposition will be directed to the OCS LCO.

443. Conduct Deficient Candidates. Candidates with outstanding demerits are in a conduct deficient status and will be placed on the demerit list. Candidates will have one strip of yellow tape on the outboard edge of their nametag indicating that they are in a Conduct Deficient status. Candidates who are conduct deficient:

- a. Must work off all demerits prior to commissioning.
- b. Are restricted to Training Country until all demerits have been worked off, as certified by the RCB.
- c. Are not authorized liberty unless authorized by Class Officer.
- d. Will not hold a Candidate Officer rank above Candidate Ensign.
- e. Demerit List (DL). The DL is a weekly compilation of demerits assigned to candidates in each class.

(1) The DL shows the candidate's name, class number, source of demerits received during the week and the status of outstanding demerits.

(2) The DL will be published each Monday for review.

(3) The RCB is responsible for publishing the weekly DL. The RCB will provide the weekly report to the DPOCS and LCO for review.

f. Muster. Candidates in a conduct deficient status are required to muster in the Service Khaki Uniform or NWU prior to the Capstone Event or while executing tours at the Nimitz Hall OOD station 10 minutes before the top of each hour as follows:

Friday: 2000.

Saturday: 2000.

Sunday: 0800, 1200, 1600 and 2000 (except while attending religious services).

(1) Muster and inspection will be conducted at the OCS OOD station by a staff member, a Candidate Lieutenant Commander or above, or the RCB. Conduct deficient candidates who fail to muster before the top of the hour in the specified uniform will be reported as UA, and the RCB will forward an OCS report chit documenting the offense.

(2) Candidates in a conduct deficient status will sign out to attend religious services and sign in to report their return.

(3) Candidates may sign out to conduct academic studies in Callaghan Hall, but are still required to muster every hour at the Nimitz Hall Secondary Quarterdeck.

g. Removal from Conduct Deficient Status

(1) Candidates are removed from the conduct deficient list after working off all of their demerits and their Demerit Documentation Form has been turned in to the RCB.

(2) The RCB is responsible for collecting all completed Demerit Documentation Forms and updating the DL as candidates work off demerits.

444. EMI

a. General. EMI is an instructive, administrative measure used to correct a deficiency. EMI is not punitive in nature and is not to be used as a substitute for non-judicial punishment. EMI must be logically related to the deficiency being corrected.

b. Guidelines for Administering EMI

(1) EMI will typically not exceed two hours per day and no more than five hours of EMI per week are authorized.

(2) EMI may be assigned at a reasonable time outside of normal working hours (usually 1800-2100 Monday thru Friday); however, conducting EMI will not interfere with a candidate's sleep.

(3) EMI will not be conducted longer than necessary to correct the deficiency.

(4) EMI will not be assigned on a member's Sabbath.

(5) EMI will not be used as a method to deprive normal liberty. A candidate who is otherwise entitled to liberty may commence liberty after completing each day's EMI.

(6) Class Officers, LCO, DPOCS, and the DOCS are the only OCS staff members authorized to assign EMI to Candidates. Class Officers may assign EMI only to those candidates in their respective class.

(7) The Class Officer is responsible for the proper administration of EMI. EMI assigned must be documented in the respective candidate's training records.

445. Performance Review Board (PRB) Procedures. PRBs are governed by OTCNINST 1620.2. Candidates directed to appear before a PRB will report to the designated place on time,

and in a clean, squared away uniform. Candidates will maintain proper military bearing throughout the board.

a. Policy

(1) Review boards will be convened when counseling and remediation have failed to improve student performance. Certain conduct offenses may be referred directly to a PRB as described in Section 432. The following explains each type of review board and the criteria for each:

(a) Academic Review Board (ARB): An ARB is convened by the DOCS following a single academic retest failure. The ARB will be chaired by the OCS Lead Instructor or the Unit Manager for the particular course that was failed. Two other OCS Instructors, qualified in the academic unit being evaluated, will constitute the board. Depending on the student's demonstrated level of proficiency, the ARB will recommend to the DOCS that the student either: 1) remain in the current class or, 2) be set-back to the next junior class.

(b) PRB: A PRB is convened by the Director, OCS when a student fails to make adequate academic, military, physical fitness progress as explained below or when a conduct or honor violation calls into question a Candidate's suitability to train.

(1) Failure to maintain satisfactory academic progress. A PRB may be convened when a student's academic course average falls below the minimum passing grade or the student has been subject to two ARBs.

(2) Failure to maintain military training progress. A PRB may be convened when a Candidate is unable to achieve the objectives of a MTT to include RLP, Officer Personnel Inspection, etc. after counseling, remediation, and retesting.

(3) Conduct or Honor Offense. A PRB may be convened for Class A offenses as delineated in Section 432. A PRB may also be convened for a pattern of repeated lesser offenses.

(4) Failure to develop OLQ. A PRB may be convened when a candidate fails to develop the key qualities required for a Naval Officer.

(5) A Candidate may have their Record Reviewed by the LCO, OCS LCPO and Chief DI if conduct or performance warrants. A Record Review may recommend up to a Sea-wall for consideration by the DOCS with final adjudication authority resting with the CO. A Record Review may also refer the Candidate to a formal PRB and a recommendation for disenrollment potentially exists.

(c) The PRB may recommend that any of the following actions be taken.

- (1) No action;
- (2) Warning;
- (3) EMI;
- (4) Set-back one or more classes
- (5) Holding Company Remediation
- (6) Sea-wall
- (7) Disenrollment from OCS.

SECTION 5 – PERFORMANCE FAILURES

451. General. This section outlines general procedures for candidates who fail training evolutions. A candidate's Class Team closely monitors individual candidate progress. A candidate experiencing difficulties in any training area is encouraged to seek assistance from qualified staff members. Performance failures include:

- a. Academic Failures.
- b. Military Failures.
- c. Physical Fitness Assessment Failures.
- d. Swim Failures.

452. OLQ Failure

- a. OLQs are evaluated from Day 1 through Graduation. Unsatisfactory performance is grounds for roll-back in training or recommendation for attrition.
- b. If a Candidate receives a trait average below 3.0, the candidate may be reviewed by the DOCS for potential roll-back in training.
- c. If a Candidate receives a trait average below 2.5 or a 1.0 in any one trait, the candidate will be reviewed by the DOCS for probable roll-back in training.

453. Academic Failures

a. Initial Failure. The minimum passing score is 70% on academic modules. Candidates who fail to score a 70% or higher will be assigned Extra Instruction (EI) by a qualified academic instructor. The final Academic Module average includes the quiz and the final exam. The Class Officer will counsel candidates who fail an academic module. Candidates are normally remediated and retested within two working days.

b. Failure on Retest. Candidates failing to achieve a 70% will attend an ARB to determine if that Candidate should repeat the academic module with the next junior OCS class.

454. Military Failure. Any candidate who fails a graded MTT will be debriefed and counseled by the Class Team. The candidate will be given remedial instruction and will normally be retested within two working days. Two consecutive failures of the same MTT will result in the candidate rolling to the next junior OCS class. The following evolutions are rollable MTTs:

a. Fast Cruise. Candidates who fail to complete Fast Cruise will be placed in H-Class until directed to join the next available OCS class.

b. RLP. Candidates who fail the initial RLP inspection will have the opportunity for re-inspection. Candidates who fail to achieve a minimum passing score of 80% on the RLP re-inspection will be placed in H-Class until directed to join the next available OCS class.

c. Sixth Week Personnel Inspection (PI). Candidates who fail the initial Sixth Week PI will have the opportunity for re-inspection. Candidates who fail to achieve a minimum passing score of 80% on the Sixth Week PI re-inspection will be rolled to the next junior OCS class.

d. Officer Personnel Inspection (OPI). Candidates who fail the initial OPI will have the opportunity for re-inspection. Candidates who fail to achieve a minimum passing score of 80% on the OPI re-inspection will be rolled to the next junior OCS class.

455. PFA Failure. Refer to paragraph 328 for policies on PFA failures. Refer to Table 4-1 for PFA standards.

456. Swim Failure. Candidates who fail the 3rd class swim qualification will attend remedial swim beginning in week six. Candidates will receive training every Tuesday & Thursday until they pass. If a candidate is unable to pass the third class swim qualification by Tuesday of week nine, he/she will be rolled from their current class for additional swim remediation. If after an additional three weeks of remediation, the candidate is still unable to pass the third class swim qualification, he/she may be subject to a PRB and possible disenrollment. Candidates will not participate in CAPSTONE or move into Candidate Officer Phase without passing the third class swim qualification.

457. Performance Documentation. An Unsatisfactory Performance Report (UPR) will be completed when a candidate fails any performance standard detailed above. Candidates will review the UPR, make comments, and sign it.

458. Repeated Poor Performance. Candidates who fail multiple training events are subject to counseling, extra instruction, review of their progress by the DOCS, or a PRB.

459. PRT Standards

PRT Chart for **Males: 20 - 24 Years of Age.**

Performance		Points	Curl-ups	Push-ups	1.5 – mile run
Category	Level				
Outstanding	High	100	105	87	8:30
Outstanding	Medium	95	103	86	9:00
Outstanding	Low	90	98	81	9:15
Excellent	High	85	94	77	9:45
Excellent	Medium	80	90	74	10:00
Excellent	Low	75	87	71	10:30
Good	High	70	78	64	10:45
Good	Medium	65	66	55	11:30
Good	Low	60	58	47	12:00
Satisfactory	High	55	54	45	12:45
Satisfactory	Medium	50	50	42	13:15
Probationary		45	46	37	13:30

PRT Chart for **Females: 20 - 24 Years of Age.**

Performance		Points	Curl-ups	Push-ups	1.5 – mile run
Category	Level				
Outstanding	High	100	105	48	9:47
Outstanding	Medium	95	103	47	11:15
Outstanding	Low	90	98	44	11:30
Excellent	High	85	94	43	12:15
Excellent	Medium	80	90	40	12:45
Excellent	Low	75	87	39	13:15
Good	High	70	78	33	13:30
Good	Medium	65	66	28	13:45
Good	Low	60	58	21	14:15
Satisfactory	High	55	54	20	15:00
Satisfactory	Medium	50	50	17	15:15
Probationary		45	46	16	15:30

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PRT Chart for **Males: 25 - 29 Years of Age.**

Performance		Points	Curl-ups	Push-ups	1.5 – mile run
Category	Level				
Outstanding	High	100	101	84	8:55
Outstanding	Medium	95	100	82	9:23
Outstanding	Low	90	95	77	9:38
Excellent	High	85	91	73	10:15
Excellent	Medium	80	87	69	10:30
Excellent	Low	75	84	67	10:52
Good	High	70	75	60	11:23
Good	Medium	65	62	51	12:15
Good	Low	60	54	44	12:53
Satisfactory	High	55	50	41	13:23
Satisfactory	Medium	50	47	38	13:45
Probationary		45	43	34	14:00

Table 4.1

PRT Chart for **Females: 25 - 29 Years of Age.**

Performance		Points	Curl-ups	Push-ups	1.5 – mile run
Category	Level				
Outstanding	High	100	101	46	10:17
Outstanding	Medium	95	100	45	11:30
Outstanding	Low	90	95	43	11:45
Excellent	High	85	91	41	12:30
Excellent	Medium	80	87	39	13:00
Excellent	Low	75	84	37	13:23
Good	High	70	75	30	14:00
Good	Medium	65	62	26	14:30
Good	Low	60	54	19	14:53
Satisfactory	High	55	50	18	15:23
Satisfactory	Medium	50	47	15	15:45
Probationary		45	43	13	16:08

PRT Chart for **Males: 30 - 34 Years of Age.**

Performance		Points	Curl-ups	Push-ups	1.5 – mile run
Category	Level				
Outstanding	High	100	98	80	9:20
Outstanding	Medium	95	97	78	9:45
Outstanding	Low	90	92	74	10:00
Excellent	High	85	88	69	10:30
Excellent	Medium	80	85	67	11:00
Excellent	Low	75	81	64	11:15
Good	High	70	73	57	12:00
Good	Medium	65	59	48	13:00
Good	Low	60	51	41	13:45
Satisfactory	High	55	47	38	14:00
Satisfactory	Medium	50	44	35	14:15
Probationary		45	40	31	14:30

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PRT Chart for **Females: 30 - 34 Years of Age.**

Performance		Points	Curl-ups	Push-ups	1.5 – mile run
Category	Level				
Outstanding	High	100	98	44	10:46
Outstanding	Medium	95	97	43	11:45
Outstanding	Low	90	92	41	12:00
Excellent	High	85	88	39	12:45
Excellent	Medium	80	85	37	13:15
Excellent	Low	75	81	35	13:30
Good	High	70	73	28	14:30
Good	Medium	65	59	24	15:15
Good	Low	60	51	17	15:30
Satisfactory	High	55	47	15	15:45
Satisfactory	Medium	50	44	13	16:15
Probationary		45	40	11	16:45

Table 4.1 (Cont'd)

PRT Chart for **Males: 35 - 39 Years of Age.**

Performance		Points	Curl-ups	Push-ups	1.5 – mile run
Category	Level				
Outstanding	High	100	95	76	9:25
Outstanding	Medium	95	93	74	9:53
Outstanding	Low	90	88	70	10:08
Excellent	High	85	85	65	10:38
Excellent	Medium	80	83	63	11:08
Excellent	Low	75	78	60	11:23
Good	High	70	70	53	12:23
Good	Medium	65	55	44	13:23
Good	Low	60	47	37	14:08
Satisfactory	High	55	43	35	14:23
Satisfactory	Medium	50	40	33	14:45
Probationary		45	37	27	15:00

PRT Chart for **Females: 35 - 39 Years of Age.**

Performance		Points	Curl-ups	Push-ups	1.5 – mile run
Category	Level				
Outstanding	High	100	95	43	10:51
Outstanding	Medium	95	93	42	11:53
Outstanding	Low	90	88	39	12:08
Excellent	High	85	85	37	12:53
Excellent	Medium	80	83	35	13:23
Excellent	Low	75	78	34	13:45
Good	High	70	70	26	14:38
Good	Medium	65	55	22	15:30
Good	Low	60	47	14	15:53
Satisfactory	High	55	43	13	16:15
Satisfactory	Medium	50	40	11	16:38
Probationary		45	37	9	17:00

Table 4.1 (Cont'd)

SECTION 6 - CANDIDATE ACHIEVEMENTS

461. Class Achievements. Companies can achieve team recognition by earning competitive streamers to be affixed to the Company Guideon. Averages will be computed based on the initial scores for that evolution, regardless of whether the candidate passes the evolution. For example, RLP re-inspects that subsequently achieve a passing score will have their initial score averaged into streamer calculations. Averages will not be rounded to the nearest integer. In the event of a dual company class, both companies may display the streamer if they achieve the minimum required score. The competitive categories are:

a. Drill Streamer. A red streamer with gold lettering awarded in the fifth week. A company must achieve a drill evaluation score of 83 points (i.e. 83%) or higher on the Drill Evaluation.

b. RLP Streamer. A purple streamer with white lettering. The RLP streamer is awarded when a company achieves a minimum class average of 83 (with no more than 20% initial failures).

c. PT Streamer. A black streamer with white lettering. The PT streamer is awarded when a company achieves a minimum average of 86 points or higher on the Mid-PFA.

d. PI Streamer. A yellow streamer with red lettering. A PI Streamer is awarded when a company achieves a combined average of 88% (with no more than 20% failures) on the Sixth Week PI and OPI.

e. Academic Streamer. A green streamer with yellow lettering. The Academic Streamer is awarded when a company achieves a minimum overall cumulative average of 88% in Naval History, NOW, ENG/WEPS, NOS, and NAV.

462. Honor Class/Honor Company

a. A yellow streamer with black lettering is awarded to companies that have demonstrated sustained superior performance at OCS by attaining all five streamers and the Class Teams' recommendation.

b. If only one company in a double company class attains the minimum scores required to qualify for all five streamers, then that company will be recognized as an Honor Company.

c. If both companies of a double company class attain the minimum scores required for all the streamers then the entire class will be recognized as an Honor Class.

463. Individual Candidate Achievements

a. Recognition Awards. Individual excellence awards recognize superior candidate performance.

(1) Academics. Awarded to candidates with an academic average in the top 10% (rounded up to the nearest whole number) of the class. ½" green tape will be worn on the outboard side of their name tag in the khaki uniform.

(2) PT. Awarded to Candidates with a score greater than 95% on the Mid-PFA. ½" silver tape will be worn on the outboard side of their name tag in the khaki uniform.

(3) Military. Awarded to candidates in the top 10% (rounded up to the nearest whole number) of the class for military inspections and have accrued less than 10 demerits. ½" blue tape will be worn on the outboard side of their name tag in the khaki uniform.

(4) Candidates may earn multiple awards. The colored tape will be trimmed to ¼" and worn side by side on the outboard side of their name tag in the khaki uniform.

(5) "Snowflake" distinction: Awarded to candidates who achieved excellence in every individual competitive category. ½" gold tape will be worn on the outboard side of their name tag in the khaki uniform.

b. Distinguished Naval Graduates. A candidate meeting the following criteria will be recognized as a Distinguished Naval Graduate at the graduation ceremony:

(1) An overall average in the top 10% (rounded up to the nearest whole number) of the graduating class.

CHAPTER 5 UNIFORMS AND GEAR

SECTION 1 – PERSONAL APPEARANCE AND UNIFORMS

511. General Requirements and Information. The following regulations apply to all OCS students.

a. Appearance. The highest standards of personal and military appearance will be maintained at all times. As an ambassador for the Navy and our Nation it is your responsibility to ensure that hair/grooming/personal appearance while in uniform present a neat, professional appearance.

b. Personal Hygiene. Personal hygiene includes but is not limited to: dental hygiene, daily shower, and hand sanitizing at every afforded opportunity. Good hygiene is one of the greatest factors in keeping candidates healthy to achieve maximum mission readiness.

c. Cosmetics (Women). Conservative make-up, in moderation, is authorized for use by candidates while on leave or liberty during the Candidate Officer phase of training. Cosmetics may be applied in good taste so that colors blend with natural skin tone and enhance natural features. Exaggerated or faddish cosmetic styles are not authorized with the uniform and will not be worn. Care should be taken to avoid an artificial appearance. Lipstick colors will be conservative and complement the individual. Long false eyelashes will not be worn when in uniform.

d. Jewelry. Jewelry, with the exceptions below, is unauthorized while training at OCS.

(1) Rings. Only the wedding band is authorized at OCS.

(2) Necklaces. No necklaces are authorized throughout all of training. However, a single religious medallion, no larger than a dog tag, is authorized to be worn on a large dog tag chain.

(3) Wristwatches. During the Indoctrination Phase of training, only the class president, vice-president, adjutant, medical body and daily section leader will be authorized wristwatch privileges. Upon the beginning of the Officer Candidate Phase of training, wristwatches are authorized to be worn by all candidates. Wristwatches will be in accordance with Naval Uniform Regulations

(4) Earrings (Women). Earrings are authorized only during the Candidate Officer phase of training. Only one earring per ear (centered on the earlobe) is authorized in uniform except while wearing PT Gear. See paragraph 532 for additional guidance.

e. Glasses. Candidates with an eyeglass prescription who have not been issued eyeglasses from Navy Medicine or who had their issued eyeglasses broken will be allowed to wear personal eyeglasses. Once a candidate has been issued a pair of eyeglasses, that candidate will wear only the issued eyeglasses. Contact lenses are only authorized during the Candidate Officer Phase.

512. Grooming Standards

a. Hair. Keep hair neat, clean, and well groomed. Candidates will only use the NEX Barbershops for haircuts until authorized off base liberty.

(1) Indoctrination and Officer Candidates

(a) Men. Candidates will have a “shaved” buzz cut type haircut until the successful completion of the Sixth Week PI. Thereafter they will comply with U.S. Navy Uniform Regulations Art. 2201.1.

(b) Women. Hair is expected to be in regulations from reveille to taps. This includes events such as: PT, First Friday, etc.) When in uniform, the hair may touch, but not fall below a horizontal line level with the lower edge of the back of the collar. Long hair, including braids, which fall below the lower edge of the collar will be neatly and inconspicuously fastened, pinned, or secured to the head. Hair bulk (minus the bun) as measured from the scalp will not exceed 2 inches. The bulk of the bun will not exceed 3 inches when measured from the scalp and the diameter of the bun will not exceed 4 inches. Loose ends must be tucked in and secured. Hairstyles will not be outrageously multicolored or faddish, to include shaved portions of the scalp (other than the neckline), or have designs cut or braided into the hair.

1. Coloring. Hair coloring must look natural and complement the individual.

2. Style. Haircuts and styles will present a balanced appearance. Lopsided and extremely asymmetrical styles are not authorized. Ponytails, pigtails, widely spaced individual hanging locks, and braids which protrude from the head, are not authorized. Three strand braids and two strand braids (also referred to as twists) are authorized. Multiple braids are authorized. Braided hairstyles will be conservative and conform to the guidelines listed herein. When a hairstyle of multiple braids is worn, braids will be of uniform dimension, small in diameter (approx. 1/4 inch), and tightly interwoven to present a neat, professional, well groomed appearance. Multiple braids may be worn loose, or may be pulled straight back into a bun, within the guidelines herein. Foreign material (i.e., beads, decorative items) will not be braided into the hair. Short hair may be braided in symmetrical fore and aft rows (corn rowing) which minimize scalp exposure. Corn row ends will not protrude from the head, and will be secured only with inconspicuous rubber bands that match the color of the hair. Appropriateness of a hairstyle will also be judged by its appearance when headgear is worn.

3. Headgear. All headgear will fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. Hair will not show from under the front of the brim of the combination hat, garrison, 8 point cover, or ball cap. Hairstyles which do not allow headgear to be worn in this manner, or which interfere with the proper wear of protective masks or equipment are prohibited.

4. Hair Accessories. When hair accessories are worn, they must be consistent with the hair color. A maximum of two small barrettes, similar to hair color, may be used to secure the hair to the head. Bun accessories (used to form the bun), are authorized if completely concealed. Additional hairpins, bobby pins, small rubber bands, or small thin fabric elastic bands may be used to hold hair in place, if necessary. Hair accessories will not present a safety or FOD (Foreign Object Damage) hazard. **Candidates will remove all hair accessories when conducting training in the Combat Pool, Wet Trainer and the Fire Fighter Trainer.**

5. Hair Products. Acceptable hair products are gels, mousse, and spray (non-aerosol) to allow hair to be maintained within grooming standards.

(2) Candidate Officers. Candidate Officers will keep their hair per U.S. Navy Uniform Regulations Art. 2201.1.

b. Shaving and Mustaches (Men). Male candidates will always be clean shaven. Some candidates may experience shaving disorders, therefore, the use of electric shavers is authorized with the following stipulations:

(1) Candidates diagnosed by a medical provider with pseudo-folliculitis barbae (razor bumps) will comply with the treatment program prescribed by the physician and keep a copy of the medical chit with them at all times (in the left breast pocket while in uniform). Candidates should plan ahead in order to be clean shaven for inspections and graduation.

(2) No shaver will be left adrift or plugged in for recharge. If not in use, the shaver will be stowed in the wall locker personal gear box.

(3) No sharing of electric shavers.

(4) Indoctrination staff will inspect new arrivals' electric shavers for serviceability.

c. Fingernails

(1) Men. Fingernails will be kept clean and will not exceed the fingertip.

(2) Women. Fingernails will be kept clean and will not exceed 1/4-inch measured from the fingertip. Nail polish may be worn on leave or liberty during the Candidate Officer phase but colors will be conservative and complement the skin tone.

513. Uniform Standards

a. Wearing of Uniform. Only authorized uniforms will be worn. The Uniform of the Day is prescribed by the REGCOM daily at reveille and is posted in various locations throughout Nimitz Hall.

(1) Indoctrination Candidates

(a) The Navy PTU will be worn at all times following initial issue until First Friday. The All Weather Coat with Navy Sweatpants may be worn during Inclement Weather conditions. Reflective belts will be worn at all times during the Indoctrination Phase.

(b) Green coveralls will be worn with the blue OCS ball cap and a reflective belt from First Friday to the completion of Fast Cruise. The PTU will be worn under the coveralls at all times. The primary footwear with coveralls will be go fasters. The zipper will be fully zipped and all buttons will be buttoned with exception to the top button. A foul weather/cold weather coat may be prescribed for wear as applicable. The staff or Class Team will prescribe the manner of wear and modifications to the utility green coveralls as needed.

(c) Following Fast Cruise, Indoctrination Candidates will wear the NWU with trouser legs bloused during normal operating hours.

(2) Junior Officer Candidates

(a) Normal Operating Hours. The NWU is the prescribed uniform during normal operating hours. Officer Candidates will wear a reflective belt with the NWU at all times with the exception of preparing for and during some MTTs and in a Classroom.

(b) Non-operating Hours. Non-operating Hours are defined as those hours following evening chow in which no other events are scheduled on the Plan of the Day. During non-operating hours the NWU or PTU are authorized to be worn in Nimitz Hall. Officer Candidates preparing for MTTs may wear that evolutions uniform during non-operating hours. The PTU includes blue Navy shorts, gold Navy t-shirt, solid white athletic socks, and running shoes. Navy sweat tops/bottoms, watch caps, and gloves will be prescribed for inclement weather. A reflective belt will be worn at all times with the PT uniform.

(c) Drill Uniform. The prescribed drill uniform is the NWU.

(3) Senior Officer Candidates

(a) Service Khaki. Senior Officer Candidates will wear Service Khaki or other prescribed uniform of the day. A garrison cover will be the prescribed headgear. A reflective belt will be worn with outerwear (not to include the black relaxed fit jacket).

(b) PT Uniform. The PTU is authorized if actively engaged in physical training or a training evolution where PT gear is authorized. A reflective belt will be worn at all times.

(4) Candidate Officers

(a) Service Khaki. Candidate Officers will wear Service Khaki or other prescribed uniform of the day. A combination cover will be the prescribed headgear. The Service Khaki uniform may be worn off base when conducting official OCS business and when on liberty. A reflective belt will be worn with outerwear (not to include the black relaxed fit jacket).

(b) PT Uniform. A class PT shirt and sweat top are authorized in place of the Navy PT shirt and sweat top. The PTU is authorized if actively engaged in physical training or a training evolution where PT gear is authorized. A reflective belt will be worn at all times.

(5) Pre-Graduation Reception Uniform

(a) Candidates will wear the Summer White uniform during the summer months and Service Dress Blues (SDB) during winter months. The Ensign Rank stripe on the sleeve of will be covered.

(b) Both uniforms are authorized to wear on liberty following the pre-graduation reception.

(6) Ceremonial Uniforms. Full Dress Blues or Full Dress Whites will be worn for the graduation ceremony. Candidate officer insignia will not be worn. The combination cover will be carried outdoors prior to the graduation.

(7) Religious Services Uniform. When attending on-base religious services, Officer Candidates will wear the prescribed uniform for their stage of training. Students in H-Class will wear the uniform appropriate to the level of training completed. Candidates who have been authorized to attend off-base religious services will wear the following: NWU through week six of training and service khaki after week six of training.

b. Alterations. A garment's intended appearance or function will not be changed. Wearing improperly altered clothes is prohibited.

(1) Tucks. Un-tapered shirts will be worn neatly folded on each side of the small of the back and tucked into trousers.

(2) Unsecured threads/strings. All unsecured threads/strings will be removed from the outside of all uniform articles. Threads/strings will also be removed from the inside waistband of trousers.

c. Headgear. A cover will be worn at all prescribed times with the exception that it may be removed while driving on/off base if the cover impedes driving ability.

(1) NWU Cover. When not covered, the NWU 8-point Cover will be neatly stored in the starboard trouser cargo pocket or carried in the same manner as the Combination Cover.

(2) Combination Covers. Combination Covers will be carried in the left hand, forearm parallel to the deck, palm up. The cover will rest in the hand right side up with the visor resting in the first joints of the fingers and the thumb inside the cover. The fingers will be bent slightly to maintain a grip on the cover.



Figure 5.1

d. Pockets. Candidates will carry their DoD Common Access Card (CAC) or Government issued ID and any active medical chits in the buttoned port breast pocket of the shirt or blouse at all times. When in uniform, hands will not be placed in pockets. Do not carry items that protrude from the pockets.

514. Purchasing Uniform Items

a. Candidates are responsible for purchasing all uniform items listed in tables 5.1 and 5.2. Candidates that brought previously owned uniform items will have them assessed for serviceability and fitting by the Class RDC during initial or second issue.

(1) Candidates will be issued items in table 5.1 on check-in Sunday (exceptions may occur).

(2) Candidates will be issued items in table 5.2 during their corresponding uniform issue (exceptions may occur).

b. Items not available at the time of purchase will be placed on special order by the NEX Uniform Shop. The special order list will be made available to the Class Team.

(1) The Indoctrination Staff will provide the special order list during Initial Uniform Issue.

(2) The class adjutant/RLP Body will provide the special order list during Second Uniform Issue.

c. Candidates will be provided time throughout training by the Class Team to purchase additional or replace damaged uniform items.

UNIFORM SHOP ISSUE	INITIAL	SECOND
NWU BLOUSE (UNISEX) (3)	X	
NWU TROUSER (UNISEX) (3)	X	
NWU EIGHT POINT CAP (3)	X	
NWU PARKA (1)	X	
NWU PARKA LINER (1)	X	
BLUE 100% COTTON T-SHIRTS (CREW NECK) 3	X	
NWU BOOT BANDS 2 PACK (3)	X	
NWU BOOT SOCKS 2 PACK (2)	X	
RELAXED JACKET	X	
BELT, KHAKI POLY/WOOL	X	
BELT, BLACK POLY/WOOL	X	
BELT, KHAKI WEB (2)	X	
BELT, WHITE, CNT	X	
BUCKLE, ANODIZED (3)	X	
TIE BAR (CLIP)	X	
WHITE GLOVES	X	
WHITE SHIRT STAYS	X	
BLACK DRESS SOCKS (2 PACK) (1)	X	
WHITE DRESS SOCKS (2 PACK) (1)	X	
VANGUARD INSIGNIAS	X	
CAP, COMBINATION (MALE) (1)	X	
CAP, COMBINATION KHAKI COVER (MALE)	X	
GARRISON CAP (KHAKI) (MALE AND	X	
CAP, COMBINATION (FEMALE) (1)	X	
CAP, COMBINATION KHAKI COVER (FEMALE)	X	
BLACK LEATHER 9" BOOT	X	
BLACK LEATHER DRESS SHOE	X	
WHITE DRESS SHOE	X	
BLACK SHIRT STAYS	X	
TURTLENECK, MOCK	X	

UNIFORM SHOP ISSUE	INITIAL	SECOND
NWU U.S. NAVY TAPE (3)	X	
NWU NAME TAPE (7)	X	
ATHLETIC SHOES***	X	
SWIMSUIT (FEMALE)****	X	
MEN'S SDB JACKET *		X
MEN'S SDB TROUSER *		X
MEN'S WHITE DRESS SHIRT *		X
MEN'S SDW JACKET		X
MEN'S WHITE CNT SHIRT		X
MEN'S WHITE CNT TROUSER		X
MEN'S KHAKI SHIRT (2)		X
MEN'S KHAKI TROUSER (2)		X
BLACK TIE (MALES ONLY)		X
NECK TAB (FEMALES ONLY)		X
WOMEN SDB JACKET		X
WOMEN SDB SLACKS (UNBELTED)		X
WOMEN WHITE DRESS SHIRT *		X
WOMEN SDW JACKET		X
WOMEN SDW SLACKS (UNBELTED)		X
WOMEN WHITE CNT SHIRT		X
WOMEN WHITE SLACKS (BELTED)		X
WOMEN KHAKI SHIRT (2)		X
WOMEN KHAKI SLACKS (2)		X
SHOULDER BOARDS, SOFT		X
SHOULDER BOARDS HARD		X
RIBBON BAR (3)		X
NATIONAL DEFENSE MEDAL (LARGE)		X
NATIONAL DEFENSE RIBBON (2)		X
ENSIGN KIT (LINE, SUPPLY, CIV ENG)		X
GOLD LACE (FEMALE) (2)		X
BLACK AND WHITE SLEEVE DEVICE AND ½"		X
<p>* Uniform component also available as a "PREMIER UNIFORM". Upgrade of basic components to the "PREMIER UNIFORM" brand is voluntary.</p> <p>** Blue T-shirts will be issued by uniform shop as available (SOFFE 3 pk or DSCP)(1). Hanes blue t-shirt 4pk is not authorized for wear at OCS unless it is issued by uniform shop.*** Athletic shoes are sold at NEX. Only candidates authorized by medical or OTCN staff will purchase this item during "uniform issue days"</p> <p>**** Swimsuit will be purchased if the candidate did not bring an acceptable swimsuit.</p>		

Table 5.1

KING HALL ISSUE (IN ROOM PRIOR TO ARRIVAL)
POCKET NOTEBOOK
2 PACK PENS
CANTEEN
SEA BAG
REFLECTIVE BELT
NAIL SCISSORS
KING HALL ISSUE (SUNDAY OF ARRIVAL)
SEWING KIT
BLACK PEN 10 PACK
BLACK LAUNDRY PEN
SINGLE NOTEBOOK
WOOD RULER OR SUITABLE SUBSTITUTE
YELLOW HIGHLIGHTER 2 PACK
SCOTCH TAPE
MECHANICAL PENCIL (2 PACK)
LOCKS (2 PACK)
STATIONARY KIT
MARKING/STAMPING KIT
DITTY BAG (2)
TOE NAIL CLIPPERS
SHOE POLISH KIT
COTTON SWABS
WHITE TOWEL (2)
WASH CLOTH (2)
ANTIBACTERIAL HANDSOAP
SHOWER SHOES
SUNSCREEN (SEASONAL)
UNIFORM ITEMS (SUNDAY OF ARRIVAL)
ALL WEATHER COAT
WHITE SOCKS (6 PACK)
PTU SHORTS 6" OR 8" (3)
NAVY SWEAT PANTS (2)
NAVY SWEAT SHIRT (W/HOOD) (2)
NAVY PTU S/S SHIRTS (3 SUMMER/ 2 WINTER)
NAVY PTU L/S SHIRTS (2 SUMMER/ 3 WINTER)
WATCH CAP
GLOVES

Table 5.2

SECTION 2 – UNIFORM COMPONENTS

521. Uniform Components

- a. Basic Uniform Components. The minimum items which will be worn unless the prescribing authority directs otherwise.
- b. Prescribable Items. Uniform items which may be directed or authorized for wear with the basic uniform. Prescribable items may be worn with the basic uniform at the REGCOM or OCS competent authority discretion unless otherwise directed.
- c. Optional Items. Uniform items purchased at the candidate's expense, which may be worn with the basic uniform, but which are not prescribable. Optional items may be worn with the basic uniform at the REGCOM or OCS competent authority discretion unless otherwise directed.
- d. Coveralls. Coveralls will be worn from First Friday through the completion of Fast Cruise. The PT Uniform will be worn underneath the coveralls, prescribed headgear will be the OCS ball cap, prescribed footwear will be sneakers or boots (alternating as prescribed by the Class Team) and a reflective belt will be worn around the midsection.





e. Navy Working Uniform (NWU) Male

BASIC UNIFORM COMPONENTS ARTICLE

Shirt, NWU	532.p
Trousers, NWU	532.bb
Cap, Eight Point	532.f
Boot, Black, Leather	532.t
Socks, Black, Boot	532.w
Undershirt, Cotton, Blue	532.ee
Undershorts	532.gg
Belt, Khaki Cotton w/Gold	532.b
Clip Buckle, Gold	532.d
Insignia, Collar	541.c
Name/U.S. NAVY Service Tapes	541.b
Straps, Blousing	532.jj

PRESCRIBABLE ITEMS

Coat, Parka	532.l
(w/Black Fleece Liner)	
Cap, Knit (Watch), Black	532.ll

OPTIONAL ITEMS

Gloves, Black Leather	532.j
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OCCASIONS FOR WEAR

Worn year-round after Admin Week and when authorized during the Candidate Officer/Applied Leadership phase. The NWU is authorized for off-base religious services in weeks one through eight.



f. Navy Working Uniform (NWU) Female

BASIC UNIFORM COMPONENTS	ARTICLE
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Shirt, NWU	532.p
Trousers, NWU	532.bb
Cap, Eight Point	532.f
Boot, Black, Leather	532.t
Socks, Black, Boot	532.w
Undershirt, Cotton, Blue	532.ee
Brassiere	532.c
Underpants	532.dd
Belt, Khaki, Cotton w/Gold Clip	532.b
Buckle, Gold	532.d
Insignia, Collar	541.c
Name/U.S. NAVY Service	
Tapes (Identification Markings)	541.b
Straps, Blousing	532.jj

PRESCRIBABLE ITEMS

Coat, Parka (w/Black Fleece Liner)	532.l
Cap, Knit (Watch), Black	532.ll

OPTIONAL ITEMS

Gloves, Black Leather	532.j
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OCCASIONS FOR WEAR

Worn year-round after Admin Week and when authorized during the Candidate Officer/Applied Leadership phase. The NWU is authorized for off-base religious services in weeks one through eight.



g. Summer White - Male

BASIC UNIFORM COMPONENTS ARTICLE

Shirt, White, Summer	
Trousers, White	532.cc
Cap, Combination, White	532.e
Shoes, Service, White	532.s
Socks, White	532.w
Undershirt, White	532.ff
Undershorts	532.gg
Belt, White, w/Gold Clip	532.b
Buckle, Gold	532.d
Shoulder Boards (Hard)	541.d
Ribbons	541.h

PRESCRIBABLE ITEMS

All Weather Coat, Blue	532.a
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OPTIONAL ITEMS

Jacket, Black	532.k
Name/Identification Tag	541.b

OCCASIONS FOR WEAR

Worn in the summer for the OPI inspection and the Pre-Graduation Reception.



h. Summer White - Female

BASIC UNIFORM COMPONENTS	ARTICLE
--------------------------	---------

Shirt, White, Summer	532.r
Slacks, White, Belted	532.v
Cap, Combination, White	532.e
Shoes, Service, White	532.s
Socks, White	532.w
Brassiere	532.c
Underpants	532.dd
Belt, White, w/Gold Clip	532.b
Buckle, Gold	532.d
Shoulder Boards (Hard)	541.d
Ribbons	541.h

PRESCRIBABLE ITEMS

All Weather Coat, Blue	532.a
Undershirt, White	532.ff

OPTIONAL ITEMS

Name/Identification Tag	541.b
Jacket, Black	532.k
Earrings, Gold Ball	532.i

OCCASIONS FOR WEAR

Worn in the summer for the OPI inspection and the pre-graduation reception.



i. Service Khaki - Male

BASIC UNIFORM COMPONENTS ARTICLE

Shirt, Khaki, Service	532.o
Trousers, Khaki, Service	532.aa
Cap, Combination, Khaki	532.e
Shoes, Dress, Black	532.s
Socks, Black	532.w
Undershirt, White	532.ff
Undershorts	532.gg
Belt, Khaki, w/Gold Clip	532.b
Buckle, Gold	532.d
Insignia, Collar	541.c
Ribbons	541.h

PRESCRIBABLE ITEMS

All Weather Coat, Blue	532.a
Cap, Garrison, Khaki	532.kk

OPTIONAL ITEMS

Jacket, Black	532.k
Name/Identification Tag	541.b

OCCASIONS FOR WEAR

Worn year round from week 6 onward and on liberty.



j. Service Khaki - Female

BASIC UNIFORM COMPONENTS	ARTICLE
--------------------------	---------

Shirt, Khaki, Service	532.o
Slacks, Khaki, Service	532.u
Cap, Combination, Khaki	532.e
Shoes, Service, Black	532.s
Socks, Black	532.w
Brassiere	532.c
Underpants	532.dd
Belt, Khaki, w/Gold Clip	532.b
Buckle, Gold	532.d
Insignia, Collar	541.c
Ribbons	541.h

PRESCRIBABLE ITEMS

All Weather Coat, Blue	532.a
Undershirt, White	532.ff
Cap, Garrison, Khaki	532.kk

OPTIONAL ITEMS

Jacket, Black	532.k
Earrings, Gold Ball	532.i
Name/Identification Tags	541.b

OCCASIONS FOR WEAR

Worn year round from week 6 onward and on liberty.



k. Service Dress Blue - Male

BASIC UNIFORM COMPONENTS	ARTICLE
--------------------------	---------

Coat, Service Dress Blue	532.g
Shirt, White, Dress	532.q
Trousers, Blue, Dress	532.z
Cap, Combination, White	532.e
Shoes, Dress, Black	532.s
Socks, Black	532.w
Undershirt, White	532.ff
Undershorts	532.gg
Belt, Black, w/Gold Clip	532.b
<i>Necktie, Black, Four-in-Hand</i>	532.n
Buckle, Gold	532.d
Ribbons	541.h

PRESCRIBABLE ITEMS

All Weather Coat, Blue	532.a
Gloves, White	532.j
Insignia, Rank	541.e

OPTIONAL ITEMS

Jacket, Black	532.k
Tie Clasp/Tack	532.y
Name/Identification Tags	541.b

OCCASIONS FOR WEAR

Worn during winter, OPI and the pre-graduation reception.



1. Service Dress Blue - Female

BASIC UNIFORM COMPONENTS	ARTICLE
--------------------------	---------

Coat, Service Dress Blue	532.g
Shirt, White, Dress	532.q
Slacks, Blue, Unbelted	532.hh
Cap, Combination, White	532.e
Shoes, Service, Black	532.s
Socks, Black	532.w
Brassiere	532.c
Underpants	532.dd
Necktie (necktab), Black	532.m
Ribbons	541.h

PRESCRIBABLE ITEMS

All Weather Coat, Blue	532.a
Gloves, Black/White	532.j
Insignia, Rank	541.e
Undershirt, White	532.ff

OPTIONAL ITEMS

Earrings, Gold Ball	532.i
Jacket, Black	532.k

OCCASIONS FOR WEAR

Worn during winter for OPI inspection and the pre-graduation reception.



m. Full Dress Blue - Male

BASIC UNIFORM COMPONENTS	ARTICLE
--------------------------	---------

Coat, Service Dress Blue	532.g
Shirt, White, Dress	532.q
Trousers, Blue, Dress	532.z
Cap, Combination, White	532.e
Shoes, Dress, Black	532.s
Socks, Black	532.w
Undershirt, White	532.ff
Undershorts	532.gg
Belt, Black, w/Gold Clip	532.b
Buckle, Gold	532.d
Gloves, White	532.j
Necktie, Black, Four-in-Hand	532.n
Large Medals/Ribbons	541.h

PRESCRIBABLE ITEMS

All Weather Coat, Blue	532.a
Insignia, Rank	541.e

OPTIONAL ITEMS

Tie Clasp/Tack	532.y
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OCCASIONS FOR WEAR

Worn during winter for the graduation ceremony.



n. Full Dress Blue - Female

BASIC UNIFORM COMPONENTS	ARTICLE
Coat, Service Dress Blue	532.g
Shirt, White, Dress	532.q
Slacks, Blue, Unbelted	532.hh
Cap, Combination, White	532.e
Shoes, Service, Black	532.s
Socks, Black	532.w
Brassiere	532.c
Underpants	532.dd
Gloves, White	532.j
Necktie, (necktab) Black	532.m
Large Medals/Ribbons/	541.h
PRESCRIBABLE ITEMS	
All Weather Coat, Blue	532.a
Insignia, Rank	541.e
Undershirt, White	532.ff
OPTIONAL ITEMS	
Earrings, Gold Ball	532.i
Jacket, Black	532.k
OCCASIONS FOR WEAR	
Worn during winter for the graduation ceremony.	



o. Full Dress White - Male

BASIC UNIFORM COMPONENTS	ARTICLE
--------------------------	---------

Coat, Service Dress White	532.h
Trousers, White	532.cc
Cap, Combination, White	532.e
Shoes, Dress, White	532.s
Socks, White	532.w
Undershirt, White	532.ff
Undershorts	532.gg
Belt, White, w/Gold Clip	532.b
Gloves, White	532.j
Buckle, Gold	532.d
Shoulder Boards (Hard)	541.d
Large Medals/Ribbons	541.h

PRESCRIBABLE ITEMS

All Weather Coat, Blue	532.a
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OCCASIONS FOR WEAR

Worn during summer for the graduation ceremony.



p. Full Dress White - Female

BASIC UNIFORM COMPONENTS	ARTICLE
--------------------------	---------

Coat, Service Dress White	532.h
Shirt, White, Dress	532.q
Slacks, White, Unbelted	532.ii
Cap, Combination, White	532.e
Shoes, Service, White	532.s
Socks, White	532.w
Brassiere	532.c
Underpants	532.dd
Gloves, White	532.j
Necktie (necktab), Black	532.m
Large Medals/Ribbons	541.h

PRESCRIBABLE ITEMS

All Weather Coat, Blue	532.a
Insignia, Rank	541.e
Undershirt, White	532.ff

OPTIONAL ITEMS

Earrings, Gold Ball	532.i
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OCCASIONS FOR WEAR

Worn during summer for the graduation ceremony.



q. PT Uniform - Male

BASIC UNIFORM COMPONENTS ARTICLE

Shirt, PTU (Short Sleeve), Gold	532.mm.(1)
Shorts, PTU, Blue	532.mm.(2)
*Shoes, Athletic	532.mm.(3)
Socks, Athletic white	532.mm.(4)
Undershorts	532.gg

PRESCRIBABLE ITEMS

Same as Basic Uniform Components

OPTIONAL ITEMS

Cap, Knit (Watch)	532.ll
Shirt, PTU (Long Sleeve), Gold	532.mm.(1)
Shirt, Sweat, Navy	532.mm.(5)
Pants, Sweat, Navy	532.mm.(6)

OCCASIONS FOR WEAR

The PTU is designed for group/unit physical training activities and the PFA. The PTU will also be worn while engaging in working parties or cleaning.

** Minimalist footwear is not authorized during any OCS training evolution.*





r. PT Uniform (Female)

BASIC UNIFORM COMPONENTS ARTICLE

Shirt, PTU (Short Sleeve), Gold	532.mm.(1)
Shorts, PTU, Blue	532.mm.(2)
*Shoes, Athletic	532.mm.(3)
Socks, Athletic	532.mm.(4)
Brassiere, (Women)	532.c
Underpants	532.dd

PRESCRIBABLE ITEMS

Same as Basic Uniform Components

OPTIONAL ITEMS

Brassiere, Sports	532.c
Cap, Knit (Watch)	532.ll
Shirt, PTU (Long Sleeve), Gold	532.mm.(1)
Shirt, Sweat, Navy	532.mm.(5)
Pants, Sweat, Navy	532.mm.(6)

OCCASIONS FOR WEAR

The PTU is designed for group/unit physical training activities and the PFA. The PTU will also be worn while engaging in working parties or cleaning.

** Minimalist footwear is not authorized during any OCS training evolution.*



SECTION 3 – DESCRIPTION AND WEAR OF UNIFORM COMPONENTS

531. Ownership Markings. Markings will be a stencil consisting of owner's last name, first initial and middle initial (i.e. SAILOR, I. M.) placed inside the garment as outlined in this section unless otherwise directed. Stencil letters will be approximately 3/8 inch blocked letters. Markings will be black on white uniform items, and white on dark uniform items. When marking on a manufacturer label, the last name, first name and middle initial is printed on the "name" line with a black ball point pen. The Service No. line will only be used for candidates who have the same last name and initials. Some manufacturer labels do not contain a space for "Name". In this instance mark the name in an available space on the label (must be uniform throughout the class). All Uniform items improperly marked will be corrected by drawing a single line through the error and re-marking the area immediately above it. Candidates are discouraged from purchasing new items to correct marking errors.

Caution: Using excessive amounts of ink may cause it to bleed through the uniform. Use caution when marking uniform items.

Note: The term "seam" refers to the stitching of any hem.

532. Description and Wear of Uniform Components

a. All-Weather Coat, Blue

(1) Description. A black double breasted coat, with seven button closures, a belt, convertible collar that buttons at the neck, gun flap, shoulder loops, adjustable sleeve straps, welt pockets with two inside hanging pockets, and zip-out liner. The back of the coat has a yoke sleeve lining made of nylon taffeta.

(2) Correct Wear. The All-Weather Coat will be buttoned, except for the neck closure, which personnel may close during inclement weather. Male coats are buttoned and belted to the right and female coats are buttoned and belted to the left. Name tags are not authorized for wear. Insignia is worn in accordance with article 541.g.

(3) Ownership Markings. Liner: Inside on the back of the lining, *centered* 3 inches below the zipper directly below the collar. Shell: Inside on outer shell on upper manufacturer's brand tag.

b. Belt with Gold Clip

(1) Description. A cotton or nylon web belt may be worn with all uniforms. Plain cloth or webbing, same color as uniform, 1-1/4-inch wide (men), 1 inch wide (women), and fitted with

a gold clip. If a cloth belt is worn, fabric will match the uniform. NOTE: Both male and female candidates will wear the 1-1/4-inch wide khaki belt with the NWU.

(2) Correct Wear. Wear the belt through all belt loops. Men wear the belt with the clip to the left of the buckle and women wear the belt with the clip to the right of the buckle and grounded to the edge of the buckle. Both males and females wear the belt clip to the left of the buckle when wearing NWUs. Belt excess should be from two to four inches measured from the belt's claw hinge.

(3) Ownership Markings. First, Middle, and Last Name Initials will be placed inside belt near the clip. Center the marking from left to right half an inch from the belt clip, reading left to right.

c. Brassiere (Women)

(1) Description. Will be white or wearer's skin tone when worn with white shirts, otherwise, color is optional. Athletic brassieres (Sports Bras) are highly recommended for daily wear and athletics. However, for uniform issue, inspections and liberty uniforms a regular brassiere is recommended.

(2) Correct Wear. Wear right side out with all fasteners secured.

(3) Ownership Markings. Brassiere will be marked on the inside, back and centered, close to the bottom edge. Last name, first initial and middle initial in black ink for white and lighter colored brassieres and white ink for darker colored brassieres.

d. Buckle, Gold

(1) Description. A plain gold anodized Navy belt buckle.

(2) Correct Wear

(a) Men. Worn with the belt clip grounded to the LEFT side of the buckle. Align the right side of the buckle with the opening of the shirt and top opening of the fly forming a straight line. The spindle will be vertical and grounded in the fully locked position to the extreme right with the top portion of the spindle grounded to the top of the buckle. See figure 5.2.

(b) Women. Worn with the belt clip grounded to the RIGHT side of the buckle. Align the left side of the buckle with the opening of the shirt forming a straight line. The spindle will be vertical and grounded in the fully locked position to the extreme left with the top portion of the spindle grounded to the top of the buckle. See figure 5.2.

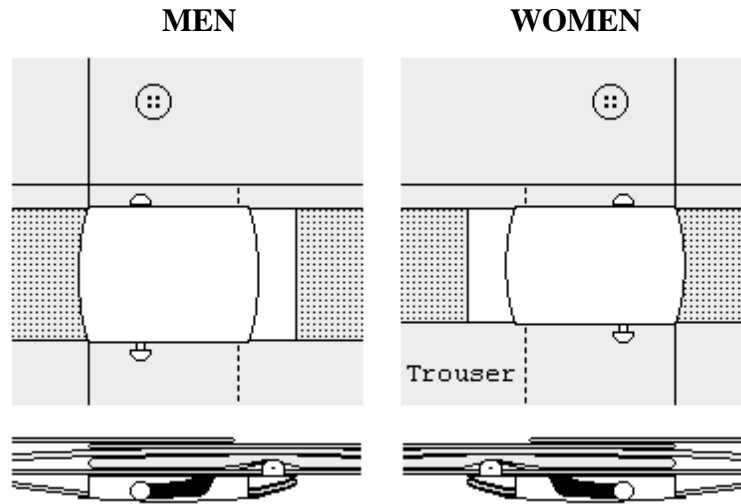


Figure 5.2

(3) Ownership Markings. Do not mark.

e. Cap, Combination

(1) Description

(a) Men. A military style cap with black visor, rigid standing front, flaring circular rim and black cap band worn with detachable khaki or white cap cover, as required. Fabric match of cap cover and uniform is required. Insignia on combination caps will be worn in accordance with article 541.a.(1)

(b) Women. A military style cap with black visor, rigid standing front, flaring circular rim and black cap band worn with detachable khaki or white cap cover, as required. Fabric match of cap cover and uniform is required. Insignia on combination caps will be worn in accordance with article 541.a.(1)

(2) Correct Wear. Wear squarely on the head, with bottom edge parallel and 1-1/2 inch above the eyebrows. The cap band with the midshipman insignia will be attached to the cover and flush with no gaps between the band and the black to white/khaki seam of the cap cover. The stitched cap band seam will align with the seam on back of the cap cover. Chin strap will be snug and grounded to the brim. The eagles of all the retaining buttons will be upright, with head to the top.

(3) Ownership Markings. On designated nameplate. Mark the piece of paper provided in the vinyl slot in black ink as described in article 531 and insert this into the slot. The name is upright when the front of the frame points towards the deck.

f. Cap, Eight Point

(1) Description. The eight pointed cap has a two piece lined crown shaped with eight evenly spaced darts, ventilation eyelets, lined outside band and self-fabric sweatband and a flexible, quilted hinge type visor.

(2) Correct Wear. The cap will be worn squarely on the head so that the visor is on a line and just above the level of the eyes. Cap insignia will be worn in accordance with article 541.a.(2).

(3) Ownership Markings. Legibly print in black ink on the manufacturer label as described in article 531.

g. Coat, Service Dress Blue

(1) Description

(a) Men. A double-breasted coat made of authorized navy blue fabric with three outside pockets, one on each hip and one on left breast, and three 35-line Navy eagle gilt buttons down each forefront. The coat has a sword slit over the left hip.

(b) Women. A single-breasted coat made of authorized navy blue fabric with one left breast pocket, and four 35-line Navy eagle buttons on the left front. The coat has a sword slit over the left hip.

(2) Correct Wear. Insignia will be worn in accordance with article 541.e. Worn with all buttons buttoned. The eagle of all of the buttons will be upright, with head to the top.

(3) Ownership Markings. Legibly print in black ink on the manufacturer label as described in article 531.

h. Coat, Service Dress White

(1) Description

(a) Men. A single-breasted, standing collar coat made of authorized plain white, lightweight fabric, two breast patch pockets with pointed button down flaps fastened by detachable 22-1/2-line Navy eagle gilt buttons, and five detachable 35-line Navy eagle gilt buttons on right front and form fitting. The coat has sword slit over left hip and loops for shoulder boards.

(b) Women. Made of authorized white, lightweight fabric in the same style as the Service Dress Blue coat.

(2) Correct Wear. Insignia will be worn in accordance with article 541.f. Wear with all buttons buttoned. For men the collar is fastened. The eagle of all buttons will be upright, with head to the top.

(3) Ownership Markings. Do not mark.

i. Earrings, Ball, Gold and Pearl (Women)

(1) Description. All earrings (ball or pearl) must be 4mm - 6mm (approximately 1/8 inch - 1/4 inch). Ball earrings may be plain with shiny or brushed matte finish, screw-on or post type. Ball earrings will be yellow gold.

(2) Correct Wear. Only one earring may be worn per ear, centered on the earlobe. Earrings will not be worn in the PT uniform.

j. Gloves, Black, White

(1) Description. Black gloves are made of smooth leather or smooth synthetic leather; white gloves are made of authorized fabric. Glove stitching is the same color as the basic glove material.

(2) Correct Wear. Black leather gloves are worn, never carried. White gloves (when required) may be worn or carried with uniforms. Gloves are removed to shake hands.

(3) Ownership Markings. Mark with black or white ink as applicable centered above the inner lip as described in article 531. Do not mark dress white gloves.

k. Jacket, Black

(1) Description. A black jacket, 55/45% poly/wool with a stand-up knit collar and knit cuffs and bottom. Jacket is single-breasted with a zipper front closer, two inverted slant pockets, and shoulder epaulets.

(2) Correct Wear. Worn with zipper closed at least 3/4 of the way up and zipper grounded. May be worn with liner. Wear insignia in accordance with article 541.e.

(3) Ownership Markings. Liner: Inside on the back of the lining, centered and 1 inch below the seam in white ink as described in article 531. Shell: Inside of the jacket, centered one inch below the collar seam as described in article 531. The markings should face each other with the liner installed.

1. Parka, NWU

(1) Description. The Parka is made of laminate material and has raglan style barrel sleeves with waterproof underarm ventilating pit zippers. It has a waterproof one-way front zipper concealed by a welt, a permanently attached roll up style hood design (that can be stowed in the collar). The parka also contains two upper chest pockets with concealed water resistant slide fastener openings, two lower pockets with flaps, concealed hand warmer pockets, adjustable wrist tabs, and a rank/rate insignia tab on the outside. Concealed inside the two lower pockets are adjustable waist draw cord closures with barrel locks and an inside hanger loop.

(2) Correct Wear. The Parka is only authorized as outer wear when worn with the NWU. It was designed to be worn with or without the detachable black fleece liner. Puncturing, pinning, or sewing items to the Parka is not authorized (with the exception of the embroidered name tape above the left sleeve pocket), as this will degrade the Parka's waterproof characteristics.

(3) Ownership Markings. Legibly print in black ink on the manufacturer label as described in article 531.

m. Necktie (Necktab), Black (Women)

(1) Description. Navy blue necktie (necktab) made of authorized fabric.

(2) Correct Wear. The necktab's outer edges should be parallel to the outer edges of the collar. An equal amount of necktab should show on each side of the collar.

(3) Ownership Markings. Using white ink, place stamp up to and touching the right of the Manufacturer's Tag, as described in article 531.

n. Necktie, Black, Four-in-Hand (Men)

(1) Description. Made of authorized fabric measuring no more than 3-1/4-inches wide.

(2) Correct Wear. Wear hand tied knotted with either a four-in-hand, half Windsor or Windsor knot. Wear the top of the knot parallel to and slightly above the top of the shirt collar closure, hiding the shirt button. The bottom hangs within 1 inch of the top of the belt buckle. The tie does not cover the belt buckle. The knot should be tight and allow for either one dimple or no dimples in the tie at the knot. The short end of the tie should not be visible.

(3) Ownership Markings. Lay flat, back up, wide end to port side. Using white ink, center the marking from the top and bottom of the necktie beginning with the first letter of the last name one inch from the manufacture label, reading left to right. Mark as described in article 531.

o. Shirt, Khaki, Service

(1) Description. Made of authorized fabric, with short sleeves, two breast pockets with button flaps, and an open collar forming a V-neck. Women's shirts button to the left and men's shirts button to the right. The shirt and trousers fabric must match.

(2) Correct Wear. Wear with all buttons buttoned.

(3) Ownership Markings. Legibly print in black ink on the manufacturer label as described in article 531.

p. Shirt, NWU

(1) Description. The NWU shirt has two outside patch pockets with top entry flaps. The left pocket of the blouse has a concealed pencil pocket. The collar is a lay down style with rounded collar points. The blouse also contains five front concealed buttons covered by a fly opening. The elbows have reinforcement patched elbow pads. Each sleeve has an angled shoulder pocket with flaps.

(2) Correct Wear. Normal wear of the NWU shirt is outside the waistband of the NWU trousers. Sleeves will be rolled when Summer Uniforms are authorized. NWU sleeves will be rolled (cuff right-side out) forming a three inch wide band covered by the cuff of the shirt (the outside digital camouflage pattern of the NWU will show). The termination point of the roll is approximately two inches above the elbow. This manner of sleeve roll presents a short sleeve appearance and facilitates expeditious unrolling and fastening during emergent situations. All closures will be secured with sewn buttons/holes.

(3) Ownership Markings. Legibly print in black ink on the manufacturer label as described in article 531.

q. Shirt, White, Dress

(1) Description. Male shirts are made of plain white authorized fabric, with long sleeves with plain buttons, convertible or French cuffs, with epaulets, and with a single left breast pocket without pocket flap. Collar points measure no more than 3-1/4 inches with a medium spread. Female shirts are made of plain white authorized fabric, with plain buttons, short or long sleeves with plain buttons, two breast pockets with button flaps, and epaulets. Collar points measure no more than 3-1/4 inches with a medium spread.

(2) Correct Wear. Button all buttons. Wear appropriate soft shoulder boards on the epaulets.

(3) Ownership Markings. Vertically, beginning 1 inch from the bottom on the inner side of the front fold on which the buttons are sewn. Mark as described in article 531.

r. Shirt, White, Summer

(1) Description. Men's shirts are made of plain white authorized fabric, with short sleeves, two breast pockets with button flaps, shoulder board straps, and an open collar forming a V-neck. Women's shirts are made of plain white authorized fabric, with short sleeves, two breast pockets with button flaps, epaulets, and a convertible collar. Collar points measure no more than 3-1/4-inches with medium spread. Women's shirts button to the left and men's shirts button to the right.

(2) Correct Wear. Wear with all buttons buttoned. Wear appropriate hard shoulder boards on shoulder board straps.

(3) Ownership Markings. Legibly print in black ink on the manufacturer label as described in article 531.

s. Shoes, Dress (Male) and Service (Female), Black/White

(1) Description

(a) Men. Plain toed, oxford style black or white low quarter, lace shoe, made of smooth leather or synthetic leather. The heel will be an outside heel 3/4 inch - 7/8 inch high with a flat sole.

(b) Women. Plain or moccasin stitch toed, oxford style black or white, low quarter, lace shoe, made of smooth leather or synthetic leather. The heel will be an outside heel 5/8 inch - 1 inch high, and the sole will be 3/16 inch - 3/8 inch thick. Wedge heels are not authorized.

(2) Correct Wear. Keep well shined and in good repair. Candidates will lace shoes from inside out through all eyelets and tie. Lace outboard over inboard with no bridges. Shoes will be tied over the "tongue". Double knots are authorized. Excess material will be tucked to the outboard.

(3) Ownership Markings. Initials only inside, near the top. Three initials as close as possible to the top edge and parallel to the deck on the outboard side. Use black or white ink as appropriate for best visibility.

t. Boot, Black, Leather 9"

(1) Description. Black plain steel (safety) toe smooth leather high-top safety boot with oil resistant rubber outsoles with speed-lace eyelet closures.

(2) Correct Wear. Smooth leather boots will be blackened and buffed. Lace outboard over inboard with no bridges. Boots will be tied over the “tongue”. Double knots are authorized. Excess material will be tucked to the outboard.

(3) Ownership Markings. Initials only inside, near the top. Three initials as close as possible to the top edge and parallel to the deck on the outboard side. Use black or white ink as appropriate for best visibility.

u. Slacks, Khaki, Service (Women)

(1) Description. Made of authorized fabric with fore and aft creases, belt loops, zippered fly front closure, and two side pockets. May be straight legged or slightly flared. The shirt and slacks fabric must match.

(2) Correct Wear. Button all buttons, close all fasteners and wear a belt through all loops. Slacks will hang approximately 2 inches from the deck at the back of the shoe.

(3) Ownership Markings. Legibly print in black ink on the manufacturer label as described in article 531.

v. Slacks, White, Summer, Belted (Women)

(1) Description. Made of authorized white fabric with fore and aft creases, belt loops, zippered fly front closure, a modesty liner which extends to the bottom of the pockets, and two side pockets. Modification of liner is prohibited.

(2) Correct Wear. Button all buttons, close all fasteners, and wear a belt through all loops. Trousers will hang approximately 2 inches from the floor at the back of the shoe.

(3) Ownership Markings. Legibly print in black ink on the manufacturer label as described in article 531.

w. Socks, Dress/Boot (Black/White)

(1) Description. Made of undecorated, plain or ribbed knitted material. Knee length or mid-calf socks are authorized. Sock color will match service shoes. White athletic socks may replace black socks if prescribed for medical reasons only. When prescribed, black socks will not be worn over the white socks.

(2) Correct Wear. Wear right side out. Harness-style shirt stays must be worn inside the socks.

(3) Ownership Markings. Three initials centered on the sole between the heel and the toe, parallel to the length of the sock with the heel of the sock facing right. Initials should be in the exact center (left to right and heel to toe) of foot when worn. White socks marked with black ink, black socks with white ink.

x. Sword. Reference U.S. Navy Uniform Regulations 3501.84 for complete instruction on the sword. *As a candidate officer the knot will not be used.* The sword will have a cut and thrust blade, from 22 inches to 36 inches long, half basket hilt, and fit in a scabbard of plain black grain leather or synthetic material presenting the leather appearance. The sword and sword belt will be provided to those officer candidates needing them.

(1) Sword Belt. The traditional sword belt is made of plain black grain leather, or synthetic material presenting the same appearance, 1-3/4 inch wide, with sling straps of the same material, 3/4 inch wide. The buckle and mounting are gold plated with the buckle 2 inches in diameter.

(2) Wearing the Sword. Wear the sword belt over the NWU shirt. The NWU shirt will be squared on the back prior to donning the sword belt. While wearing the sword belt, allow both straps to hang down, free of twists. Pass the scabbard of the sword through the belt loop (with the sword handle facing forward) until the upper swivel rests above the opening, attach the smaller strap to the upper swivel then turn until handle faces aft. Finally, take the (longer) back strap and attach it to the outside of the lower swivel.

y. Tie Clasp

(1) Description. A gold plain tie clasp not more than 5/16 inch wide.

(2) Correct Wear. May be worn on the four-in-hand tie, 1 inch below the center of the tie in a horizontal position. The uniform coat should cover it.

(3) Ownership Markings. Do not mark.

z. Trousers, Blue, Dress (Men)

(1) Description. Made of plain, authorized blue fabric with fore and aft creases, belt loops, zippered fly front closure, and two side and back pockets. May be either straight legged or slightly flared. Fabric of trousers must match the Service Dress Blue Coat.

(2) Correct Wear. Button all buttons, close all fasteners and wear a belt through all loops. Trousers will hang approximately 2 inches from the floor at the back of the shoe.

(3) Ownership Markings. Legibly print in black ink on the manufacturer label as described in article 531.

aa. Trousers, Khaki, Service (Men)

(1) Description. Made of authorized fabric with fore and aft creases, belt loops, zippered fly front closure, and two side and back pockets. May be straight legged or slightly flared. The shirt and trousers fabric must match.

(2) Correct Wear. Button all buttons, close all fasteners and wear a belt through all loops. Trousers will hang approximately 2 inches from the floor at the back of the shoe.

(3) Ownership Markings. Legibly print in black ink on the manufacturer label as described in article 531.

bb. Trousers, NWU

(1) Description. Trousers have an elasticized waist with belt loops. The trousers have two quarter top pockets, two bellowed thigh cargo pockets, and two back hip pockets with flaps. There is a front zippered fly closure and button closures for the waistband and back pockets. The knees and seat have reinforcement patches.

(2) Correct Wear. Trousers will be worn fastened fully on the waist with belt buckled centered over the trouser fastener. The trouser legs will be bloused with blousing straps so the blouse covers the top three rows of boot eyelets. When authorized to wear the trousers unbloused, the trouser leg length will not extend below the bottom of the safety boot heel. For Indoctrination Candidates, unbloused trouser will be folded neatly (inside-out) and the fold will lay between the third and fourth eyelet of the boot (when wearing athletic shoes with the NWU trouser the fold will lay approximately where the third and fourth eyelet would be). Organization issued or personally purchased thermal underwear is authorized to be worn underneath the NWU trousers. Thermal underwear will not be visible when worn.

(3) Ownership Markings. Legibly print in black ink on the manufacturer label as described in article 531.

cc. Trousers, White (Men)

(1) Description. Made of authorized white fabric with fore and aft creases, belt loops, zippered fly front closure, and two side and back pockets. May be either straight legged or slightly flared.

(2) Correct Wear. Button all buttons, close all fasteners and wear a belt through all loops. Trousers will hang approximately two inches from the deck at the back of the shoe.

(3) Ownership Markings. Legibly print in black ink on the manufacturer label as described in article 531.

dd. Underpants (Women)

(1) Description. White or wearer's skin tone when worn with white uniforms. Color is optional with other uniforms.

(2) Correct Wear. Wear right side out.

(3) Ownership Markings. Do not mark.

ee. Undershirt, White

(1) Description. Made of white cotton or poly/ cotton with sleeves and a crew neck.

(2) Correct Wear. Wear right side out. The crew neck will fit snugly to the neck. Undershirt sleeves will not extend beyond the uniform shirt sleeve.

(3) Ownership Markings. On outside of the front, one inch from the bottom of the shirt and at right of the center in black ink.

ff. Undershirt, Blue

(1) Description. Navy blue, cotton, quarter-length sleeve, with an elliptical (crew-neck) collar.

(2) Correct Wear. Wear right side out, front of shirt to front of body.

(3) Ownership Markings. On the outside of the front, one inch from the bottom of the shirt and at right of the center in white ink.

gg. Turtleneck, Mock

(1) Description. A black, long sleeve pullover mock turtleneck with nylon/polyester/spandex blended fabric.

(2) Correct Wear. Right side out and over the undershirt and beneath the NWU shirt.

(3) Ownership Markings. Last name and initials on the inside of the back bottom hem of the shirt and at right of the center.

hh. Undershorts (Men)

(1) Description. White boxer shorts or knitted brief style when worn with white uniforms.

(2) Correct Wear. Wear right side out.

(3) Ownership Markings. Do not mark.

ii. Slacks, Blue, Dress, Unbelted (Women)

(1) Description. Made of plain, authorized blue fabric with fore and aft creases, left side zipper, and a waistband pocket in the upper right front. Fabric of slacks must match the Service Dress Blue coat.

(2) Correct Wear. Button all buttons, close all fasteners and wear a belt through all loops. Slacks will hang approximately two inches from the floor at the back of the shoe.

(3) Ownership Markings. Legibly print in black ink on the manufacturer label as described in article 531.

jj. Slacks, White, Dress, Unbelted (Women)

(1) Description. Made of plain, authorized white fabric with fore and aft creases, left side zipper, a waistband pocket in the upper right front and a full free-hanging liner. Fabric of slacks must match the Service Dress White coat.

(2) Correct Wear. Button all buttons, close all fasteners. Slacks will hang approximately two inches from the floor at the back of the shoe.

(3) Ownership Markings. Legibly print in black ink on the manufacturer label as described in article 531.

kk. Straps, Blousing

(1) Description. Made of elasticize material with either a hook or Velcro fastener. Any commercial blousing strap that will support holding the trouser leg to the boot. Navy blue, black, olive green, or tan in color.

(2) Correct Wear. Place blousing strap three eyelets down from top of the boot. Tuck pant leg up under the strap to present a neat tucked in appearance.

(3) Ownership Markings. Do not mark.

ll. Cap, Garrison

(1) Description. Fore and aft cap made of same fabric and color as uniform with which worn. Optional wear of men's style garrison cap is authorized for women with corresponding uniforms.

(2) Correct Wear. Wear squarely on the head, with fore and aft crease centered vertically between the eyebrows and the lowest point approximately one inch above the eyebrows.

(3) Ownership Markings. Legibly print in black ink on the manufacturer label as described in article 531.

mm. Cap, Knit (Watch), Black

(1) Description. Made of navy blue wool, closely knitted, bell shaped, pullover style, 11 to 12 inches long, 8-1/4 inches wide at bottom, with 5/8 inch border.

(2) Correct Wear. The watch cap will be double folded approximately 2-1/2 inches - 3 inches, and worn diagonally from the base of the back of the head, across the ears and on the forehead. Rank/rate insignia is not authorized to be worn on the watch cap.

(3) Ownership Markings. Legibly print in black ink on the manufacturer label as described in article 531.

nn. Physical Training Uniform

(1) PT Shirt

(a) Description. Gold, 100% polyester with anti-microbial and moisture wicking materials and a crewneck collar. It is of loose fit design in unisex sizing. Contains the word "NAVY" in reflective 1½" capital letters affixed to the upper left front side and upper center back of the shirt in 3" capital letters.

(b) Correct Wear. Wear right side out, front of shirt to front of body with sleeves rolled down. The PT shirt will be tucked into shorts.

(c) Ownership Markings. Lay shirt flat with the front facing up and the neck facing away from you. Fold the bottom of the shirt up approximately six inches to expose the inside of the shirt. Place stamp on the hem to the right of the center. Marking will be on the wearer's left and upside down when worn.

(2) PT Shorts

(a) Description. Navy Blue, with 100% nylon shell and 100% polyester (with moisture wicking and odor-resistant) liner. Elastic and drawstring waistband with two side pockets (one on each side) and one hidden elastic ID card pocket attached to the waistband of the inside liner. The shorts also contain the word “NAVY” in reflective 1½” capital letters affixed to the front left leg. Shorts come in various unisex sizes with either a 6” or 8” leg length.

(b) Correct Wear. Shorts will be worn fully on the waist. The length of the shorts will not extend below the top of the knee.

(c) Ownership Markings. Last name placed on inside of front left leg, one inch from the seam. Marking will be on the wearer’s left and upside down when worn.

(3) Athletic Shoes

(a) Description. Low or high-cut commercial brand athletic shoe designed to support planned exercise. Shoes should be comfortable and support the planned exercise; color is optional.

(b) Correct Wear. Wear with athletic socks and close all fasteners. Lace outboard over inboard with no bridges. Shoes will be tied over the “tongue”. Double knots are authorized. Excess material will be tucked to the outboard.

(c) Ownership Markings. Three initials centered inside the heel of the shoe. Use black or white ink as appropriate for best visibility.

(4) Athletic Socks

(a) Description. Made of undecorated, plain or ribbed, cotton, polyester, or lycra, or any combination of those knitted materials. Socks will not extend above mid-calf. Low cut socks are not authorized. Solid white in color.

(b) Correct Wear. Wear right side out.

(c) Ownership Markings. Three initials centered on the sole between the heel and the toe, parallel to the length of the sock with the heel of the sock facing right. Initials should be in the exact center (left to right and heel to toe) of foot when worn. Marked with black ink as described in article 531.

(5) Shirt, Sweat

(a) Description. The Navy sweat shirt is navy blue, 50/50 cotton/polyester blend (hooded or crew neck), with reflective Navy lettering outlined in gold on the back and reflective Navy lettering and Navy seal outline in gold on the front.

(b) Correct Wear. The Navy sweat shirt may be optionally worn with the PTU during command directed group/unit PT and will be worn outside of the sweat pant.

(c) Ownership Markings. Marked on hood just above bottom seam and to the right of the center hood seam.

(6) Sweat Pants

(a) Description. Sweat pant is navy blue, 50/50 cotton/polyester blend, with reflective lettering vertically outlined in gold outboard on each pant leg.

(b) Correct Wear. Navy sweat pant may be optionally worn with the PTU during command directed group/unit PT and will be worn squarely on the waist with both pant legs fully extended.

(c) Ownership Markings. On the inside and back of waistband to the right of center. Marking will be on the left and towards the wearer's back when worn. Marked with elastic band stretched fully. Name should be legible when waistband is pulled tight.

(7) OCS Ball Cap

(a) Description. Made of standard navy blue, wool, synthetic, or blended fabric. The cap has OCS embroidered or sewn in approximately 1-1/4 inch gold block letters centered on the front and has an adjustable hat band.

(b) Correct Wear. Indoctrination Candidates will wear the OCS Ball Cap only while in the PT uniform from Sunday Check-In until the completion of the initial NWU Inspection. The cap will be worn with the bill to the front squarely on the head, with the bottom edge parallel to and 1 1/2" above the eyebrows. At no time will hair protrude from under the bill of the ball cap or through the adjustment strap opening. The bill on the cap will not be rolled or show any creases, folds or any other markings. The cap will be worn when outdoors except at Regimental PT and while in transit to Regimental PT. The cap will not be worn indoors except during indoor drill sessions. All H Class candidates will wear the OCS Ball Cap while in PT gear.

(c) Ownership Markings. Using a black sharpie, write Last Name(comma), First Initial(period), Middle Initial(period) on the inside of the cover under the liner directly beneath OCS.

SECTION 4 – INSIGNIA

541. Insignia

a. Cap Insignia

(1) Cap, Combination. Insignia on the combination caps consist of a cap device, chin strap and retaining buttons.



Figure 5.3

(a) Cap Device. The insignia is a gold, fouled anchor. The length of the anchor, including the fouling, measures 1-13/16 inches; 1-1/8 inches wide at the flukes; 1-1/8 inches wide at the stock with other dimensions proportionate. Attach the device to the felt side of the cap band mount, with the unfouled arm of the stock facing the wearer's right.



Figure 5.4

(b) Chinstrap. The chinstrap is 1/2 inch wide, faced with gold lace and fastened at each end by a 22 1/2 line, Navy eagle, and gilt button. The chinstrap will be grounded at the center of the cover bill.



Figure 5.5

(c) Retaining Buttons. The retaining buttons should be hand tight. Over tightening them will damage the cap. Buttons will be displayed with the eagle's wings parallel to the deck.

(2) Cap, NWU. Insignia is a gold metal fouled anchor 1-1/16 inches in length with the other dimensions proportionate. The unfouled arm of the stock faces the wearer's starboard. Pin it to the front of the cap in an upright position, centered on the front of the cap with the bottom of the insignia 1-1/4 inch from top of the bill. The retaining pins (frogs) on the back of the device

will be aligned perpendicular to the device. The center of the device is defined where the chain crosses behind the stock of the anchor.

(3) Cap, Garrison. Insignia is a gold metal fouled anchor 1-1/16 inches in length with the other dimensions proportionate. The unfouled arm of the stock faces front. Pin it to the left side of the cap as worn, 2 inches from the front and 1-1/2 inch from the bottom to the center of the device. The retaining pins (frogs) on the back of the device will be aligned perpendicular to the device. The center of the device is defined where the fouled line crosses behind the stock of the anchor.

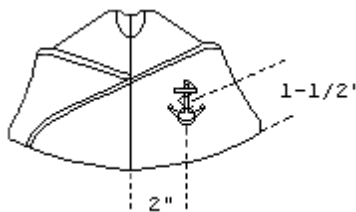


Figure 5.6

b. Name/U.S. NAVY Service Tapes

(1) Name tag. Center name tag 1/4-inch above the right breast pocket. On uniforms without a right breast pocket, place nametags on the right front in a position corresponding to ribbons on the left.

(2) Tape

(a) When wearing NWU's candidates will wear 1/2 inch colored tape on the U.S. Navy service tape in the manner described below.

(b) When wearing plastic nametags, the nametag will have a 1/2 inch colored tape grounded to the outboard and/or inboard edge of the nametag. For candidates whose names do not allow for 1/2 inch of tape, ground the tape to the first and/or last letters of the name in addition to the edge of the nametag. Candidate Officers who are restricted/conduct deficient and/or LLD/SIQ will wear the applicable colored tape over the white tape.

1. Restricted/Conduct Deficient. Yellow tape – outboard edge.

2. LD/SIQ. Red tape – inboard edge.

3. Candidate Officer. White tape – inboard and outboard edges.

c. Shirt Collar Insignia

(1) General. Shirt collar insignia consists of gold fouled anchor, or bar devices worn on the collar tips of the NWU and khaki shirts. The retaining pins (frogs) of the collar devices will be aligned perpendicular to the device.

(2) Anchor Insignia

(a) General. A gold metal fouled anchor, 5/8 inch (right and left) worn during the Officer Candidate phase of training. The center of the device is defined where the fouled line crosses the anchor stock.

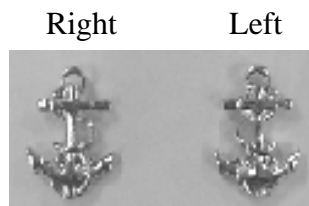


Figure 5.7

(b) Insignia Designation

1. Indoctrination Candidate. No insignia.
2. Officer Candidate, Post General Quarters to Sixth Week PI. One anchor on right collar.
3. Officer Candidate, Post Sixth Week PI. One anchor on each collar and one anchor on the NWU cap.

(3) Bar Insignia

(a) General. Consists of gold metal bars worn during the Candidate Officer phase to indicate rank.

(b) Insignia Designation

1. Candidate Captain. Wear six bars.
2. Candidate Commander. Wear five bars.
3. Candidate Lieutenant Commander. Wear four bars.
4. Candidate Lieutenant. Wear three bars.
5. Candidate Lieutenant (junior grade). Wear two bars.

6. Candidate Ensign. Wear one bar.

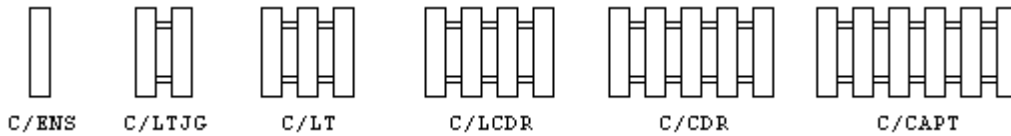


Figure 5.8

(4) Manner of Wear

(a) NWU & Service Khaki Shirt. Candidates will wear the center of the insignia 1 inch from the inboard and outboard edges of the collar and position the vertical axis of the insignia along an imaginary line bisecting the angle of the collar point. A Candidate Captain will wear the insignia such that the lower corners of the device are 1/4-inch from the inboard and outboard collar edges and position the vertical axis of the insignia along an imaginary line bisecting the angle of the collar point.

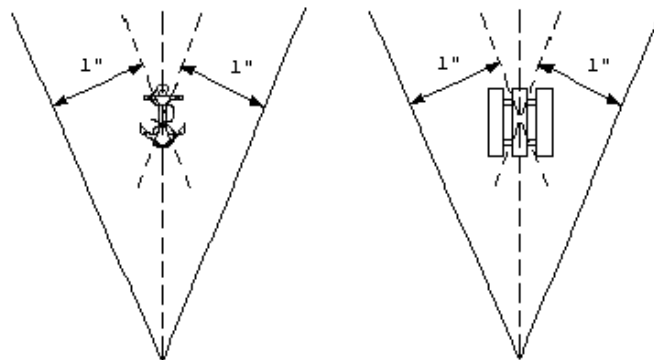


Figure 5.9

NOTE: After completing the Capstone Event candidates will wear an insignia device designating their rank on the right collar and an anchor on the left collar.

d. Shoulder Boards

(1) Officer Candidates/Candidate Officers. A single five point gold star 2 inches from the squared end of the shoulder board designates Officer Candidates. Hard shoulder boards are worn on the shoulders of Summer White shirts and white coats (men).



Figure 5.10

e. Service Dress Blue Insignia

(1) Anchor Insignia. A plain gold anchor 1-7/16 inches long, the stock, 3/4 inch wide, and the flukes 1-1/17 inches wide. The stock inclines at an angle of 8 degrees from the horizontal (right and left). Pin one on each collar tip of the coat so the anchor's crown is 1/2 inch above the notch in the lapel and the center line of the shank is parallel to and approximately 3/4 inch from the collar's outboard edge. The lower end of the stock is outboard and the stock approximately horizontal. The retaining pins (frogs) of the anchor insignia will be aligned perpendicular to the device.

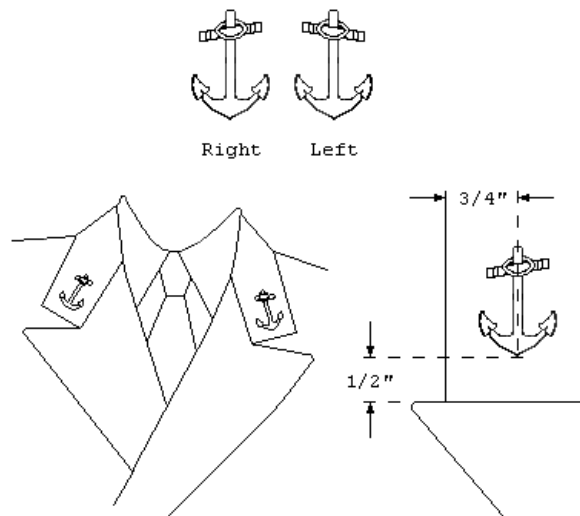


Figure 5.11

f. Service Dress White Insignia

(1) Men. Shoulder boards will be worn in accordance with article 541.e.

(2) Women. Worn in accordance with article 541.e.(1).

g. Black Jacket and All Weather Blue Coat Insignia. Candidate Officers will wear the appropriate rank insignia centered on the shoulder straps of the black jacket and all weather blue

coat with the outer edge of the last bar 3/4 inch from the squared end of the shoulder strap.

NOTE: No Candidate Officer Rank Insignia will be affixed to the NWU Parka, as damage may occur to the Parka.



Figure 5.12

h. Warfare, Qualification Insignia, Identification Badges, and Awards

(1) Warfare and Qualification Insignia. On all uniforms the warfare and qualification insignia are worn in a primary position, or a primary and secondary position, if a secondary device is earned. The primary position is centered on the left breast pocket with the bottom of the device 1/4-inch above the top row of ribbons or medals. Without ribbons or medals, the device is worn centered on the left breast pocket with the bottom of the device 1/4-inch above the top of the pocket. The secondary award, if earned, is centered with the top of the device 1/4-inch below the top of the left breast pocket, with ribbons. If worn with medals, the secondary award is worn centered with the top of the device 1/4-inch below the lowest row of medals. See Uniform Regulations for further guidance.

(2) Identification Badges. Not authorized at OCS.

(3) Awards

(a) Precedence of Awards. Per Uniform Regulations.

(b) Ribbons. Ribbons are worn on the Summer White, Service Khaki, SDB, and Service Dress White uniforms. Wear up to three ribbons in a single row. When more than three ribbons are authorized, wear them in horizontal rows of three each. If ribbons are not in multiples of three, the top row contains the lesser number, and the center of this row sits over the center of the row below it. Wear ribbons without spaces between ribbons or rows of ribbons. Wear ribbons with the lower edge of the bottom row centered 1/4-inch above the left breast pocket.

(c) Full Size Medals with Ribbons. Full size medals and ribbons that do not have an associated medal are worn with the Full Dress White and Full Dress Blue uniforms. Wear the bottom row of medals on the left in accordance with the guidance below. A maximum of three medals may be worn side by side in a single row with no overlap. Four or five medals must

overlap on a single row. Any additional rows of medals are worn parallel above the lower row in a manner that causes the upper row of medals to cover the suspension ribbons of the lower row. Ribbons that do not have an associated medal are worn on the right, in order of precedence from top to bottom, inboard to outboard. The ribbons are worn in accordance with the guidance below.

1. Dress White Coat and Dress Blue Coat (Men). Wear the suspension bar of the lowest row of medals parallel to the deck with the outboard edge of the suspension bar 1/4-inch above the left breast pocket. Wear the ribbons on the right side with the lowest row of ribbons at the same level as the suspension bar of the lowest row of medals and parallel to the deck.

2. Dress White Coat and Dress Blue Coat (Women). Wear the suspension bar of the lowest row of medals centered and 1/4-inch above the left breast pocket. Wear ribbons centered 1/4-inch above the right breast pocket.

(d) Miniature Medals. Miniature medals are worn with the Dinner Dress Blue and Dinner Dress White uniforms. Ribbons that do not have an associated medal are not worn with Dinner Dress uniforms. Wear up to five miniature medals in a row with no overlap. Six or more medals follow the arrangement in Uniform Regulations.

(e) Attachments. Wear attachments in accordance with the guidance of Uniform Regulations.

(4) Awards and Warfare Devices from Prior and Other Services. Uniform Regulations designate the authorized awards and warfare devices that can be worn on Navy Uniforms. Awards received for service performed while attached to units of the Army, Air Force, Marine Corps, and Coast Guard, which are not listed in the awards section of Uniform Regulations but which are equivalent to Navy awards, may be worn in the order specified by the respective military service subject to the additional restrictions noted in Uniform Regulations. Only the warfare devices listed in Uniform Regulations may be worn on Navy uniforms. Consult the class team for further guidance.

SECTION 5 – GEAR

551. Unsecured Threads. All unsecured threads will be removed from all uniforms, physical training gear, and miscellaneous gear.

552. Miscellaneous Gear

a. Book Bag. The book bag will be marked with an ownership marking index card placed in the left (as you look at it) index card pocket.

b. Canteen. The canteen will be marked with an ownership marking index card centered on the convex canteen surface.

c. Laundry Bag. Mark flat and unfolded with the open end at the twelve o'clock position. Mark the center of the bag on both sides in black ink, parallel to the open end, with the letter tops pointing toward the open end.

d. Rifle

(1) Ownership Markings. Candidates will be instructed on the proper location of the ownership marking index card.

(2) Storage. The rifle will be secured in the wall locker.

e. Ruler. Last name and initials, centered from the top to bottom and left to right, on the back of the ruler in black ink.

f. Shower Shoes. Place shower shoes flat with toes to port and mark two inches in from the heel, centered from the top to bottom of the shoe in black ink.

g. Towel. Mark at both ends on the side without the folded seam, centered and parallel to the end edges on the smooth band. The base of the letters will point toward the ends of the towel with the name centered widthwise and top to bottom on the smooth band in black ink.

h. Washcloth. Name stenciled widthwise in black ink on the smooth band nearest the bottom of the washcloth. The washcloth is marked only once. In the absence of a smooth band, the washcloth is not marked.

APPENDIX A

ACRONYMS and GLOSSARY

ACRONYMS

ADP	Automatic Data Processing
AED	Automated External Defibrillators
AMCROSS	American Red Cross
BCA	Body Composition Assessment
BOQ	Bachelor Officer Quarters
BZ	Bravo Zulu – a job well done
BUPERS	Bureau of Naval Personnel
CDO	Command Duty Officer
CMC	Command Master Chief
CMEO	Command Managed Equal Opportunity
CNO	Chief of Naval Operations
CO	Commanding Officer
COB	Chief of the Boat
COC	Chain of Command
CPO	Chief Petty Officer
CPR	Cardiopulmonary resuscitation
CRB	Conduct Review Board
CWO	Chief Warrant Officer
DCO	Direct Commission Officer
DI	Drill Instructor
DOCS	Director, Officer Candidate School
DoD	Deputy of Department
DON	Department of the Navy
DOR	Drop on Request
DPOCS	Deputy, Officer Candidate School
EI	Extra Instruction
EMI	Extra Military Instruction
EMT	Emergency Medical Technician
EO	Equal Opportunity
FOD	Foreign Object Damage
FSO	Flight Surgeon's Office
HIPAA	Health Insurance and Accountability Act
IAW	In Accordance With
IC	Indoctrination Candidate
IST	Initial Strength Test
LAN	Local Area Network
JAGMAN	Manual of the Judge Advocate General
JOOD	Junior Officer of the Deck

JOOW	Junior Officer of the Watch
LCO	Lead Class Officer
LCPO	Leading Chief Petty Officer
LD	Limited Duty
LDO	Limited Duty Officer
MCPO	Master Chief Petty Officer
MEDHOLD	Medical Hold
MTT	Military Training Test
NAMI	Naval Aerospace Medical Institute
NAVHOSP	Navy Hospital
NAVOSH	Navy Occupational Safety & Health
NCOIC	Non-Commissioned Officer In Charge
NETC	Naval Education and Training Command
NEX	Navy Exchange
NHCNE	Naval Health Clinic New England
NSTC	Naval Service Training Command
NPQ	Not Physically Qualified
NWU	Navy Working Uniform
OC	Officer Candidate
OCS	Officer Candidate School
OCSOOD	Officer Candidate School Officer of the Deck
OCR	Officer Candidate Regulations
ODS	Officer Development School
OIC	Officer-in-Charge
OLQ	Officer-Like-Qualities
OOD	Officer of the Deck
OPI	Officer Personnel Inspection
OTCN	Officer Training Command Newport
PAO	Public Affairs Officer
PARFQ	Physical Activity Risk Factor Questionnaire
PFA	Physical Fitness Assessment
PI	Personnel Inspection
PII	Personally identifiable information
POD	Plan of the Day
POV	Personally Owned Vehicle
POW	Plan of the Week
PQS	Personnel Qualification Standard
PRB	Progress Review Board
PRT	Physical Readiness Training
PSD	Personnel Support Detachment
PT	Physical Training
PTU	Physical Training Uniform
RDC	Recruit Division Commander
RLP	Room, Locker and Personnel Inspection

RPT	Reinforcement Physical Training
SAPR	Sexual Assault Prevention and Response
SCPO	Senior Chief Petty Officer
SECNAV	Secretary of the Navy
SEL	Senior Enlisted Leader
SIQ	Sick in Quarters
SOP	Standard Operating Procedures
STBD	Starboard
TTO	Training Time Out
UA	Unauthorized Absence
UI	Under Instruction
UCMJ	Uniform Code of Military Justice
VP	Vice President
XO	Executive Officer
1MC	Public Address Announcement System

GLOSSARY

Adrift	Loose from moorings and out of control (applied to anything lost, out of hand or left lying about (i.e. Gear Adrift)).
Aft	Facing the rear or stern of a ship or boat.
All Hands	The entire command's company, both officer and enlisted.
Aweigh	No longer touching the bottom.
Aye-Aye	Reply to an order or command meaning, "I understand and will obey."
Ballistic	Loud, clear, and forceful voice
Bitter End	The free end of a chain or line.
Bow	The front or forward end of a ship or boat.
Bracing	Standing at attention, heels and body 4 inches from the bulkhead.
Brightwork	Brass or shiny metal to be kept polished.
Bulkhead	A vertical partition in a ship; a wall.
Carry On	Original Navy meaning was to add on maximum sail. Now it is an order to resume previous activity after an interruption.

Chit	A form of written correspondence documenting a request, voucher, or message. Common types of chits are special request, light duty, med down, and report chits.
Chow Hall	Place to eat; Galley or Mess Decks.
Class Team	Class Officer, Class Chief Petty Officer, and Class Drill Instructor.
Compartment	Enclosed space bounded by bulkheads; a room.
Colors	The national ensign, or the ceremony of raising or lowering the ensign.
Cover	Headdress, hat or cap.
Covered	Wearing headdress.
Deck	Horizontal planking or plating that separates a ship into layers; the floor.
Door	Vertical opening in compartment or bulkhead.
Ensign	The national flag or the lowest grade of commissioned officer.
Field Day	A time set for general cleaning usually in preparation for an inspection.
Forward	Facing the bow of a ship.
Fraternizing	Socializing between senior and junior or senior and subordinate or instructor and student personnel; becoming too familiar to maintain the necessary professional relationship required for good order and discipline.
Garage	Storage compartment on top of the wall locker.
Gear Locker	A locker or compartment under the control of the Master-at Arms used to stow gear found adrift and deserter's effects. At OCS, personal gear stowage.
Gig Line	A straight, vertical line formed by the outer shirt edge, the belt buckle and trouser zipper.

Grounded	A grounded item is touching or blocked by another surface. All items in an Officer Candidate's room, unless otherwise directed, are to be grounded. For example: The chair shall be grounded to the desk.
Hatch	A square or rectangular access in a deck or overhead.
Haze	To discipline or harass by means of horseplay, practical jokes, humiliating/painful ordeals, or personal servitude. See Section 127.
Head	A bathroom.
Indoc	A candidate in the Indoctrination phase of training who has not yet completed Outpost.
Ladder	A flight of stairs or staircase.
Leave	Authorized vacation
Liberty	Permission to leave the base, usually for not more than 48 hours.
May	In orders and regulations, it means the item is optional.
Mess	A meal, the place where meals are eaten, or a group who take meals together (as the officer's mess).
Outboard	Away from the centerline.
Overhead	The underside of a deck forms the overhead of the compartment below; the ceiling or roof.
Passageway	A corridor used for interior horizontal movement aboard ship; a hall. Also called a P-way.
Phantom Gear	Any items hidden for purposes of avoiding display during inspection.
Pink Sheet	The report sheet that records a candidate's failure of an OCS evolution.
Pipe	The act of sounding a particular call on the boatswain's pipe.
Port	To the left of the centerline when facing forward; left.
Porthole	Circular access through bulkhead to the exterior of the ship; a window.
Quarters	Assembling of all hands for muster, instruction and inspection.

Quarterdeck	That part of the main deck set aside for honors and ceremonies.
Quartermaster	A rating in the Navy referring to the enlisted assistant to the navigator. At OCS, the protective coating on all brass.
Rack	Bunk or bed.
Rate	Identifies the level of enlisted personnel rating; pay grade.
Rating	A Navy job or duty classification requiring certain skills and aptitudes.
Reefer	A double-breasted, hip length coat of dark blue wool with a convertible collar and two loops on each shoulder for hard shoulder boards.
Restricted	A status that an individual candidate obtains based on poor performance.
Reveille	Wake up, start of a new day.
Room Captain	Person who occupies rack in rear starboard corner of room, door being forward.
Scuttlebutt	Originally the ship's water barrel (called a butt) which was tapped (scuttled) by inserting a spigot. Now a water fountain, or any rumor.
Secure	To make fast; with regard to spaces, seal and lock; with regard to personnel, to cease their duties; free for liberty.
Shall	In orders and regulations, it means the item is mandatory.
Shipshape	Neat, clean, taut, orderly; well organized, according to regulation.
Sickbay	Hospital or clinic.
Space	A room or compartment; an open area.
Starboard	To the right of the centerline when facing forward; right.
Stern	Refers to the rear or aft end of a ship or boat.
Stow	To store or pack articles or cargo in a space.

Swab	Mop.
Sweepers	Cleaning of designated common spaces.
Taps	Bugle call sounded at the end of the day, 2200 hours.
Tattoo	The call made five minutes before Taps.
Threads	An unsecured thread or dangling loose end of a line or piece of clothing.
Topside	Deck exposed to the weather.
Trice Up	To secure bunks by hauling them up and hanging them off (securing them) on their safety bar.
Turn To	Start work.
Two Blocked	Hoisted all the way up. At OCS, ensuring the top button of the shirt shall not be seen behind tie knot.
Very Well	Response by a senior to a report by a junior.
Watch	One of the periods (usually four hours) in to which a day is divided, or a particular duty.
Wardroom	Officers' messing compartment; also referred to as the Officers' Mess.

APPENDIX B

REQUIRED KNOWLEDGE FOR INSPECTIONS

The Oath of Office

I, _____, having been appointed an Ensign in the United States Navy, do hereby accept such appointment and do solemnly swear that I will Support and Defend the Constitution of the United States against all enemies, foreign and domestic, that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion, and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.

The Pledge of Allegiance

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

The Sailor's Creed

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with honor, courage and commitment.

I am committed to excellence and the fair treatment of all.

SONGS

Star Spangled Banner: by Francis Scott Key (1814)

O say can you see, by the dawn's early light,
What so proudly we hail'd at the twilight's last gleaming,
Whose broad stripes and bright stars through the perilous fight,
O'er the ramparts we watch'd, were so gallantly streaming?
And the rocket's red glare, the bomb bursting in air,
Gave proof through the night that our flag was still there,
O say does that star spangled banner yet wave
O'er the land of the free and the home of the brave?

Anchors Aweigh: by Charles A. Zimmerman (1906), revised by MCPON John Hagen (1997)

Stand Navy out to sea,
Fight our Battle Cry;
We'll never change our course,
So vicious foes steer shy-y-y-y.
Roll out the TNT,
Anchors Aweigh.
Sail on to Victory
And sink their bones to Davy Jones, Hooray!

Anchors Aweigh, my boys,
Anchors Aweigh.
Farewell to foreign shores,
We sail at break of day-ay-ay-ay.
Through our last night ashore,
Drink to the foam,
Until we meet once more.
Here's wishing you a happy voyage home.

Blue of the Mighty Deep:
Gold of God's great sun.
Let these our colors be
Till all of time be done, done, done, done.
On seven seas we learn
Navy's stern call:
Faith, courage, service true,
With honor, over honor, over all.

The Marines' Hymn: Oldest official song in the United States Armed Forces. Unknown author circa mid-1800's.

From the Halls of Montezuma
To the shores of Tripoli;
We fight our country's battles
In the air, on land, and sea;
First to fight for right and freedom
And to keep our honor clean;
We are proud to claim the title
Of United States Marine.

Our flag's unfurled to every breeze
From dawn to setting sun;
We have fought in every clime and place
Where we could take a gun;
In the snow of far-off Northern lands
And in sunny tropic scenes,
You will find us always on the job
The United States Marines.

Here's health to you and to our Corps
Which we are proud to serve;
In many a strife we've fought for life
And never lost our nerve.
If the Army and the Navy
Ever look on Heaven's scenes,
They will find the streets are guarded
By United States Marines.

CHAIN OF COMMAND

(Appropriate title of the staff member being addressed),
the _____ person in my chain of command is the

1. Section Leader: _____
2. Class Chief Petty Officer and Class Drill Instructor: _____

3. Class Officer: _____
4. Officer Candidate School Lead Class Officer: _____
5. Deputy Director, Officer Candidate School: _____
6. Director, Officer Candidate School: _____
7. Executive Officer, Officer Training Command Newport: _____
8. Commanding Officer, Officer Training Command Newport: _____
9. Commander, Naval Service Training Command: _____
10. Commander, Naval Education and Training Command: _____
11. Chief of Naval Personnel: _____
12. Chief of Naval Operations: _____
13. Secretary of the Navy: _____
14. Secretary of Defense: _____
15. President of the United States: _____

CODE OF CONDUCT

(Appropriate title of the staff member being addressed), the _____ article of the code of conduct is

1. I am an American, fighting in the forces which guard my country and our way of life. I am prepared to give my life in their defense.
2. I will never surrender of my own free will. If in command, I will never surrender the members of my command while they still have the means to resist.
3. If I am captured I will continue to resist by all means available. I will make every effort to escape and aid others to escape. I will accept neither parole nor special favors from the enemy.
4. If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information or take part in any action which might be harmful to my comrades. If I am senior, I will take command. If not, I will obey the lawful orders of those appointed over me and will back them up in every way.
5. When questioned, should I become a prisoner of war, I am required to give name, rank, service number and date of birth. I will evade answering further questions to the utmost of my ability. I will make no oral or written statements disloyal to my country and its allies or harmful to their cause.
6. I will never forget that I am an American, fighting for freedom, responsible for my actions, and dedicated to the principles which made my country free. I will trust in my God and in the United States of America.

Ref: Executive Order 10631

GENERAL ORDERS OF A SENTRY





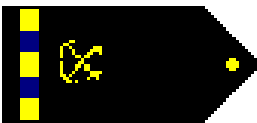


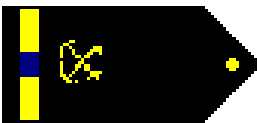




(Appropriate title of the staff member being addressed), the _____ general order of a sentry is to

1. Take charge of this post and all government property in view.
2. Walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.
3. Report all violations of orders I am instructed to enforce.
4. Repeat all calls from any post more distant from the guard house than my own.
5. Quit my post only when properly relieved.
6. Receive, obey, and pass on to the sentry who relieves me all orders from the commanding officer, command duty officer, officer of the deck, and officers and petty officers of the watch only.
7. Talk to no one except in the line of duty.
8. Give the alarm in case of fire or disorder.
9. Call the OOD in any case not covered by instructions.
10. Salute all officers and all colors and standards not cased.
11. Be especially watchful at night, and during the time for challenging, challenge all persons on or near my post, and allow no one to pass without proper authority.





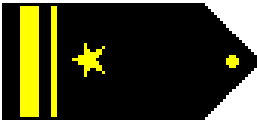

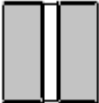
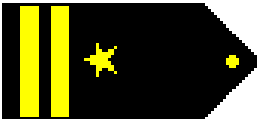


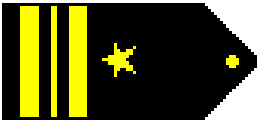


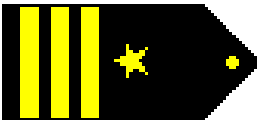

Ref: OPNAVINST 3120.32D

OFFICER RANK STRUCTURE


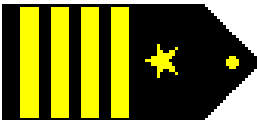


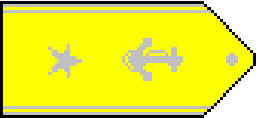


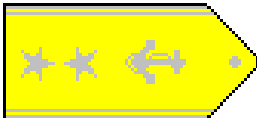


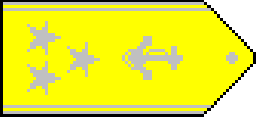


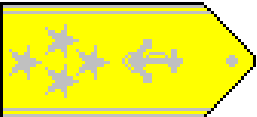

Navy Officer Rank Structure


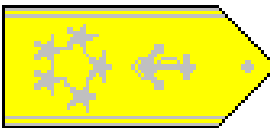

Rank		Collar Device	Shoulder Board	Sleeve Insignia
W-2	Chief Warrant Officer Two (CWO2)	 Gold Bar with three blue breaks	 One gold 1/2-inch stripe with three blue breaks outboard a specialty insignia	 One gold 1/2-inch stripe with three blue breaks below a specialty insignia
W-3	Chief Warrant Officer Three (CWO3)	 Silver Bar with two blue breaks	 One gold 1/2-inch stripe with two blue breaks outboard a specialty insignia	 One gold 1/2-inch stripe with two blue breaks below a specialty insignia
W-4	Chief Warrant Officer Four (CWO4)	 Silver Bar with three blue breaks	 One gold 1/2-inch stripe with one blue break outboard a specialty insignia	 One gold 1/2-inch stripe with one blue break below a specialty insignia
W-5	Chief Warrant Officer Five (CWO5)	 Silver Bar with one 1/8 th inch horizontal blue line	 Two thin gold stripes with one blue break outboard a specialty insignia	 Two thin gold stripes with one blue break below a specialty insignia

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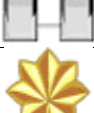







O-1	Ensign (ENS)	 One gold bar	 One gold 1/2-inch stripe outboard a gold five pointed star	 One gold 1/2-inch stripe below a gold five pointed star
O-2	Lieutenant Junior Grade (LTJG)	 One silver bar	 One gold 1/2-inch stripe outboard one 1/4-inch gold stripe outboard a gold five pointed star	 One gold 1/2-inch stripe below one 1/4- inch stripe below a gold five pointed star
O-3	Lieutenant (LT)	 Two silver bars	 Two gold 1/2-inch stripes outboard a gold five pointed star	 Two gold 1/2-inch stripes below a gold five pointed star
O-4	Lieutenant Commander (LCDR)	 Gold oak leaf	 One gold 1/2-inch stripe outboard one gold 1/4-inch stripe outboard one gold 1/2- inch stripe outboard a gold five pointed star	 One gold 1/2-inch stripe below one gold 1/4-inch stripe below one gold 1/2-inch stripe below a gold five pointed star
O-5	Commander (CDR)	 Silver oak leaf	 Three gold 1/2-inch stripes outboard a gold five pointed star	 Three gold 1/2-inch stripes below a gold five pointed star

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O-6	Captain (CAPT)	 Silver eagle	 Four gold 1/2-inch stripes outboard a gold five pointed star	 Four gold 1/2-inch stripes below a gold five pointed star
O-7	Rear Admiral Lower Half (RDML)	 One silver five pointed star	 Gold shoulder boards with one silver five pointed star outboard a silver fouled anchor	 One gold 2-inch stripe below a gold five pointed star
O-8	Rear Admiral (RADM)	 Two silver five pointed stars	 Gold shoulder boards with two silver five pointed stars outboard a silver fouled anchor	 One gold 2-inch stripe below one gold 1/2-inch stripe below a gold five pointed star
O-9	Vice Admiral (VADM)	 Three silver five pointed stars	 Gold shoulder boards with three silver five pointed stars outboard a silver fouled anchor	 One gold 2-inch stripe below two gold 1/2-inch stripes below a gold five pointed star
O-10	Admiral (ADM)	 Four silver five pointed stars	 Gold shoulder boards with four silver five pointed stars outboard a silver fouled anchor	 One gold 2-inch stripe below three gold 1/2-inch stripes below a gold five pointed star













O-11	Fleet Admiral (FADM)	 <p>Five silver five pointed stars</p>	 <p>Gold shoulder boards with five silver five pointed stars outboard a silver fouled anchor</p>	 <p>One gold 2-inch stripe below four gold 1/2-inch stripes below a gold five pointed star</p>
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Marine Corps Officer Rank Structure







Rank		Collar Device	
W-1	Warrant Officer (W1)		Single bar device with a red background and one gold break
W-2	Chief Warrant Officer Two (CWO2)		Single bar device with a red background and two gold breaks
W-3	Chief Warrant Officer Three (CWO3)		Single bar device with a red background and one silver break
W-4	Chief Warrant Officer Four (CWO4)		Single bar device with a red background and two silver breaks
W-5	Chief Warrant Officer (CWO5)		Single silver bar device with a thin red break in the center
O-1	Second Lieutenant (2ndLt)		One gold bar
O-2	First Lieutenant (1stLt)		One silver bar
O-3	Captain (Capt)		Two silver bars
O-4	Major (Maj)		Gold oak leaf
O-5	Lieutenant Colonel (LtCol)		Silver oak leaf
O-6	Colonel (Col)		Silver eagle
O-7	Brigadier General (BGen)		One silver five pointed star
O-8	Major General (MajGen)		Two silver five pointed stars
O-9	Lieutenant General (LtGen)		Three silver five pointed stars
O-10	General (Gen)		Four silver five pointed stars

ENLISTED RANK STRUCTURE












Navy Enlisted Rank Structure

Rank		Collar Device	Sleeve Insignia
E-1	Seaman Recruit (SR)	None	None
E-2	Seaman Apprentice (SA)	 Two diagonal bars	 Two diagonal stripes
E-3	Seaman (SN)	 Three diagonal bars	 Three diagonal stripes
E-4	Petty Officer Third Class (PO3)	 One eagle above one chevron	 One eagle above one chevron
E-5	Petty Officer Second Class (PO2)	 One eagle above two chevrons	 One eagle above two chevrons
E-6	Petty Officer First Class (PO1)	 One eagle over three chevrons	 One eagle above three chevrons
E-7	Chief Petty Officer (CPO)	 Gold fouled anchor with silver USN centered across the anchor	 One eagle above one rocker above three chevrons

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E-8	Senior Chief Petty Officer (SCPO)	 <p>Gold fouled anchor with silver USN centered across the anchor below one silver star</p>	 <p>One silver star above one eagle above one rocker above three chevrons</p>
E-9	Master Chief Petty Officer (MCPO)	 <p>Gold fouled anchor with silver USN centered across the anchor below two silver stars</p>	 <p>Two silver stars above one eagle above one rocker above three chevrons</p>
E-9	Master Chief Petty Officer of the Navy (MCPON)	 <p>Gold fouled anchor with silver USN centered across the anchor below three silver stars</p>	 <p>Three gold stars above one eagle above one rocker above three chevrons with a gold star specialty mark</p>

Marine Corps Enlisted Rank Structure

Rank		Sleeve Insignia and Collar Devices	
E-1	Private	None	
E-2	Private First Class (PFC)		One stripe
E-3	Lance Corporal (LCpl)		One stripe over crossed rifles
E-4	Corporal (Cpl)		Two stripes over crossed rifles
E-5	Sergeant (Sgt)		Three stripes over crossed rifles
E-6	Staff Sergeant (SSgt)		Three stripes over crossed rifles over one rocker
E-7	Gunnery Sergeant (GySgt)		Three stripes over crossed rifles over two rockers
E-8	Master Sergeant (MSgt)		Three stripes over crossed rifles over three rockers
E-8	First Sergeant (1stSgt)		Three stripes over one diamond over three rockers
E-9	Master Gunnery Sergeant (MGySgt)		Three stripes over a bursting bomb over four rockers
E-9	Sergeant Major (SgtMaj)		Three stripes over one star over four rockers
E-9	Sergeant Major of the Marine Corps (SMMC)		Three stripes over the Marine Corps emblem centered between two five pointed stars over four rockers

BREAST INSIGNIA/SLEEVE DEVICES

Officer Breast Insignia

Naval Aviator Insignia: A gold embroidered or gold metal winged pin with a fouled anchor behind a shield in the center.



Naval Flight Officer Insignia: A gold embroidered or gold metal winged pin with a set of small, crossed, fouled anchors behind a shield in the center.



Surface Warfare Insignia: A gold embroidered or gold metal pin, with the bow and superstructure of a modern naval warship superimposed on two crossed swords, on a background of ocean swells.



Submarine Warfare Insignia: A gold embroidered or gold metal pin showing the bow view of a submarine proceeding on the surface with bow planes rigged for diving flanked by dolphins in horizontal position, their heads resting on the upper edge of the bow planes.



Special Warfare Insignia: A gold embroidered or gold metal pin with an eagle holding a trident and a handgun, in front of an anchor.



Naval Aviation Supply Insignia: A gold embroidered or gold metal winged pin with a supply corps oak leaf in the center.



Submarine Supply Insignia: A gold embroidered or gold metal pin with two dolphins facing a supply corps oak leaf in the center.



Surface Warfare Supply Insignia: A gold embroidered or gold metal pin with a supply corps oak leaf centered on the bow and superstructure of a modern naval warship superimposed on two crossed naval swords, on a background of ocean swells.



Diving Officer Insignia: A gold embroidered or gold metal pin with two upright sea horses facing a diving helmet, and two tridents projecting upward and canted outward from the diving helmet's cover. A double carrick bend superimposed on the breast plate.



Seabee Combat Warfare Specialist Insignia: A gold embroidered or gold metal pin with a bee on crossed sword and gun superimposed on an anchor on a background of leaves.



Special Operations Officer Insignia: A gold embroidered or gold metal pin, with the bow and superstructure of a modern naval warship on a background of ocean swells with an ordnance disposal bomb over crossed lightning rays on one side, and a diving helmet over two tridents on the other.



Information Dominance Insignia: A gold embroidered or gold metal pin of a globe superimposed on an anchor over a crossed sword and lightning bolt, on a background of ocean swells.



Professional Aviation Maintenance Officer: A gold embroidered or gold metal winged pin with a silver eagle perched on a shield in the center, over a gold AERO MAINTENANCE streamer.



Explosive Ordnance Disposal Officer: A gold embroidered or gold metal pin featuring:

A wreath to commemorate EOD personnel who have been killed in the line of duty.

A bomb, which represents EOD personnel's goal of making sure bombs do not go off.

Lightning bolts, which symbolize bombs' potential destructive power and EOD personnel's efforts to defeat explosive devices.









A shield, representing the EOD mission of protecting people and property from accidental explosions.



Fleet Marine Force Officer Insignia: A gold embroidered or gold, highly polished, metal device depicting the eagle, globe and anchor atop two crossed rifles on a background of ocean swells breaking on a sandy beach. The eagle continents and Rifles shall be highlighted with a highly polished silver finish.



Officer Sleeve, Shoulder Board and Collar Devices

	Sleeve and Shoulder Board Devices	Collar Devices
Line and Restricted Staff	 A gold embroidered five-pointed star.	 Rank insignia are worn on both collars
Supply Corps	 A gold embroidered sprig of three oak leaves and three acorns.	  A gold metal sprig of three oak leaves and three acorns worn on the left collar. Rank insignia is worn on the right collar.
Civil Engineer Corps	 Two gold embroidered sprigs of two oak leaves and a silver acorn in each sprig.	  A gold metal pin with two sprigs of two oak leaves and a silver acorn in each sprig worn on the left collar. Rank insignia is worn on the right collar.

MISSION OF THE NAVY

The mission of the Navy is to maintain, train, and equip combat-ready naval forces capable of winning wars, deterring aggression, and maintaining freedom of the seas.

WARFARE

Levels of War

Strategic level focuses on supporting national goals.

Operational level concerns forces collectively in theater.

Tactical level involves the details of individual engagements.

War at Sea

War at sea is the application of decisive offensive force to achieve control of the sea which is the first step in establishing our superiority in any region.

Littoral Warfare

Littoral warfare is warfare in that portion of the world's land masses, adjacent to the oceans within direct control of and vulnerable to the striking power of sea-based forces.

Naval Tactical Mission

Primary Warfare Areas

Strike Warfare (STW)– Any combination of naval forces that intends to inflict damage on or destroy the target objective.

Amphibious Warfare – Establishing a landing force on a hostile shore.

Mine Warfare (MIW) – The use of mines and mine countermeasures to control or deny the use of sea or harbor areas through the laying of minefields and countering enemy mine warfare through the destruction or neutralization of hostile minefields.

Air Warfare (AW) – Those actions required to destroy or reduce the enemy air and missile threat to an acceptable level.

Undersea Warfare (USW) – Those actions taken to deny the enemy effective use of his submarines and the undersea environment.

Surface Warfare (SUW) – Deny the enemy effective use of his surface warships and merchant capability.

Supporting Warfare Areas

Special Warfare – Non-conventional operations in the coastal, riverine, and maritime environments. Naval special warfare emphasizes small, flexible, mobile units operating under, on, and from the sea.

Intelligence – Assessment and management of information obtained via surveillance, reconnaissance and other means to produce timely information of potential enemies and threats.

Electronic Warfare (EW) – Ensure the effective use of the electromagnetic spectrum to friendly forces while denying its use to the enemy.

Logistics - Re-supply of combat consumables to combat forces within a theater of operations.

PHONETIC ALPHABET

Letter		Pronunciation	Letter		Pronunciation
A	Alpha	AL fah	N	November	no VEM ber
B	Bravo	BRAH voh	O	Oscar	OSS cah
C	Charlie	CHAR lee	P	Papa	pah PAH
D	Delta	DELL tah	Q	Quebe	kay BECK
E	Echo	ECK oh	R	Romeo	ROW me oh
F	Foxtrot	FOKS trot	S	Sierra	see AIR rah
G	Golf	GOLF	T	Tango	TANG go
H	Hotel	hoh TELL	U	Unifor	YOU nee form
I	India	IN dee ah	V	Victor	VIK tah
J	Juliet	JEW lee et	W	Whiskey	WISS key
K	Kilo	KEY loh	X	X-Ray	ECKS ray
L	Lima	LEE mah	Y	Yankee	YANG key
M	Mike	MIKE	Z	Zulu	ZOO loo

FIFTEEN LEADERSHIP TRAITS

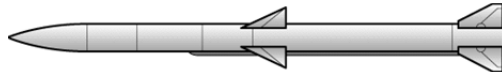
Remember these by this mnemonic aid: JJ DID TIE BUCKLE H.

1. Judgment: The ability to weigh facts and possible solutions on which to base sound decisions.
2. Justice: Giving reward and punishment according to merits of the case in question; the ability to administer a system of rewards and punishments impartially and consistently.
3. Decisiveness: Ability to make decisions promptly and to announce them in clear, forceful manner.
4. Initiative: Taking action in the absence of orders.
5. Dependability: The certainty of proper performance of duty.
6. Tact: The ability to deal with others without creating offense.
7. Integrity: Uprightness of character and soundness of moral principles; includes the qualities of truthfulness and honesty.
8. Endurance: The mental and physical stamina measured by the ability to withstand pain, fatigue, stress and hardship.
9. Bearing: Creating a favorable impression in carriage, appearance and personal conduct at all times.
10. Unselfishness: Avoidance of providing for one's own comfort and personal advancement at the expense of others.
11. Courage: The mental quality that recognizes fear of danger or criticism, but enables a person to proceed in the face of it with calmness and firmness.
12. Knowledge: Understanding of a science or an art. The range of one's information, including professional knowledge and an understanding of your Sailors.
13. Loyalty: The quality of faithfulness to country, the Navy, the unit, to one's seniors, subordinates and peers.
14. Enthusiasm: The display of sincere interest and exuberance in the performance of duty.
15. Honor: To regard or treat with honor, esteem, or respect; to revere; to treat with deference and submission.

APPENDIX C

ADDITIONAL INFORMATION FOR CANDIDATE'S PROFESSIONAL DEVELOPMENT

C001. Air-to-Air Missiles



a. **Advanced Medium-Range, Air-to-Air Missile (AMRAAM) (AIM-120).** An all-weather, beyond-visual range, air-to-air missile. The missile's independent control allows the pilot to aim and fire multiple missiles while evading enemy fire.

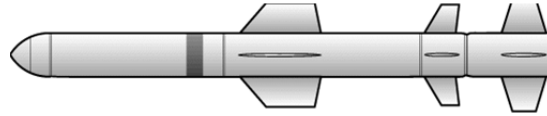
- (1) Speed: Classified
- (2) Range: Classified
- (3) Warhead: Blast Fragmentation High-Explosive
- (4) Platforms: F/A-18 A-D Hornet, F-35 Lightning



b. **Sidewinder Missile (AIM-9).** The Sidewinder is a short range, supersonic, heat-seeking, air-to-air missile carried by fighter aircraft.

- (1) Weight: 188 lbs
- (2) Length: 9 ft 4 inches (in)
- (3) Speed: Classified
- (4) Range: Classified
- (5) Warhead: Annular Blast Fragmentation
- (6) Platforms: F/A-18 A-D Hornet, F/A-18 E-F Super Hornet, F-35 Lightning

C002. Cruise Missiles



a. **Harpoon (AGM-84, RGM-84, UGM-84)**. The Harpoon is a long-range sea-skimming, anti-ship cruise missile (ASCM) capable of being fired from air, ship (tube launched, not from VLS) or submarine.

(1) Speed: High Subsonic

(2) Range: In excess of 67 nm

(3) Warhead: Unitary

(4) Platforms: Air (AGM-84): F/A-18, P-8; Ship (RGM-84): CG, DDG; Submarine (UGM-84): SSN



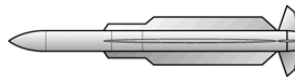
b. **Tomahawk (BGM-109)**. The Tomahawk Land Attack Missile (TLAM) is a long range, subsonic cruise missile used to support strike warfare (striking land targets), launched from surface vessels (from VLS) and submarines (SSN, SSGN). There are 3 variants of the missile (Block IIIC, D, E). An ASCM variant is currently under development.

(1) Speed: Subsonic

(2) Range: Approx 900 - 1,350 nm depending on block

(3) Warhead: Unitary (C, E), Sub-munitions (D)

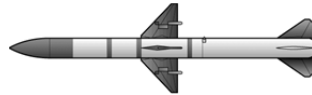
C003. Surface-to-Air Missiles



a. The **Standard Missile Family** - Medium-long range shipboard surface-to-air missile. Standard Missile 2 (SM-2) is the U.S. Navy's primary surface-to-air air defense weapon. It is an integral part of the Aegis Weapon System (AWS) aboard Ticonderoga-class cruisers and Arleigh Burke-class destroyers, and is launched from the MK 41 Vertical Launcher System (VLS). Its primary missions are fleet area air defense and ship self-defense, but it also has demonstrated an extended area air defense projection capability. The SM-2 uses tail controls and a solid fuel rocket motor for propulsion and maneuverability. All variants are guided by inertial navigation

and mid-course commands from Aegis Weapon System (AWS) utilizing SPY-1D uplink; terminal homing is accomplished using semi-active radar (a Continuous Wave Radar system) from the ship or an Infrared (IR) sensor on the missile.

- (1) Speed: Mach 2+
- (2) Range: 40-90 nautical miles (nm)
- (3) Warhead: Blast fragment warhead (directional)
- (4) Platforms: CG, DDG



b. **SeaSparrow Missile (RIM-7).** The SeaSparrow RIM-7 Missile is a radar-guided, surface-to-air missile. SeaSparrow is short-range, semi-active homing missile that makes flight corrections via radar uplinks. The missile provides reliable ship self-defense capability against a variety of air and surface threats, including high-speed, low-altitude anti-ship cruise missiles. Shot from a box launcher.

- (1) Speed: Classified
- (2) Range: Classified
- (3) Warhead: Annular Blast Fragmentation
- (4) Platforms: CVN, LHD, LHA

c. **Evolved SeaSparrow Missile (ESSM) (RIM-162)** ESSM is a medium-range, semi-active homing missile that makes flight corrections via radar and midcourse data uplinks. The missile provides reliable ship self-defense capability against agile, high-speed, low-altitude anti-ship cruise missiles (ASCMs), low velocity air threats (LVATs), such as helicopters, and high-speed, maneuverable surface threats. Launched from VLS in a quad-packed AUR.

- (1) Speed: Classified
- (2) Range: Classified
- (3) Warhead: Annular blast formation warhead
- (4) Platforms: CG, DDG-51, DDG-1000

c. **Rolling Airframe Missile (RAM) (RIM-116).** The RIM-116 RAM is a lightweight, quick-reaction, fire-and-forget missile designed to destroy anti-ship cruise missiles and asymmetric air and surface threats.

- (1) Weight: 162 lbs
- (2) Length: 9.3 ft
- (3) Speed: Supersonic
- (4) Range: 5.6 mi
- (5) Warhead: Blast fragmentation warhead
- (6) Platforms: CVN, LHA/LHD, LPD, LSD, LCS



C004. Fleet Ballistic Missiles



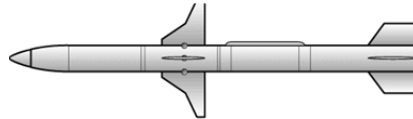
a. **Trident II (D-5)** – Intercontinental ballistic missiles launched from submarines. Trident II is launched by the pressure of expanding gas within the launch tube. When the missile attains sufficient distance from the submarine, the first stage motor ignites, the aerospike extends and the boost stage begins. Within about two minutes, after the third stage motor kicks in, the missile is traveling in excess of 20,000 feet (6,096 meters) per second.

- (1) Warhead: Nuclear Multiple Independently Targetable Re-entry Vehicles (MIRV).

- (2) Propulsion: Three-stage, solid-fuel rocket
- (3) Range: 4,000 nm+
- (4) Platforms: SSBN

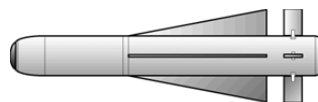


C005. Air-to-Ground Missiles



a. **HARM Missile (AGM-88).** The AGM-88 High-Speed Anti-radiation Missile is an air-to-surface tactical missile designed to seek out and destroy enemy radar-equipped air defense systems.

- (1) Warhead: Blast Fragmentation.
- (2) Propulsion: Thiokol dual-thrust, solid propellant, rocket motor.
- (3) Speed: 760+ miles per hour
- (4) Range: 57+ nm
- (5) Platforms: EA-6B, EA-18G, F-18E/F, F-35



b. **Maverick Guided Missile (AGM-65).** The AGM-65 Maverick is an air-to-surface tactical missile designed for close air support, interdiction, and defense suppression. It is effective against a wide range of tactical targets, including armor, air defenses, ships, ground transportation, and fuel storage facilities.

- (1) Warhead: Penetrating blast fragmentation

(2) Propulsion: Solid propellant rocket

(3) Speed: Supersonic

(4) Range: 17 nm

(5) Platforms: F/A-18, P-3C,

C006. Surface launched anti-submarine rocket missile:

a. **Vertical Launch Anti-Submarine Rocket Missile (ASROC) (RUM-139).** The Vertical Launch Anti-Submarine Rocket is a surface-ship launched anti-submarine rocket missile designed to deliver the Mark (MK) 46 torpedo to a water-entry point close to a targeted submarine.

(1) Warhead: High explosive

(2) Propulsion: Solid propellant rocket

(3) Range: Over 10 miles

(4) Platform: DDG, CG



C007. Torpedoes



a. **Mk-48 – Advanced Capability (ADCAP) Heavyweight Torpedo.** The Mk-48 torpedo is used by all classes of submarines as their anti-submarine warfare (ASW) and anti-surface warfare weapon.

(1) Range: 5+ miles

(2) Speed: 28+ knots (kts)

- (3) Warhead: High explosive
- (4) Depth: 1,200+ ft
- (5) Platform: SSN, SSGN, SSBN



b. **Mk-46 – Torpedo.** The Mk-46 torpedo is a surface ship and aircraft-launched anti-ship or anti-submarine weapon.

- (1) Range: 6 miles
- (2) Speed: 40+ kts
- (3) Warhead: High explosive
- (4) Depth: 1,200+ ft



Mk-46 Launched from SVTT (DDG)

- (5) Platforms: MH-60R, P-3C, P-8, CG, DDG

C008. Naval Guns

a. **Mk-15 Phalanx Close-In Weapons System (CIWS).** Mk-15 CIWS provides ships point defense capability against Anti-Ship Missiles that were not defeated utilizing normal anti-air missiles. Utilizes its own radar system to detect, track, and auto engage inbound air targets. Block 1B variant adds surface engagement capability to defeat low-sea skimming missiles and small surface craft.

- (1) Rate of Fire: 4500 rounds per minute
- (2) Caliber: 20mm
- (3) Range: approx 2,000 yds
- (4) Platforms: CVN, CG, DDG-51, LHA/LHD, LPD, LSD



Mk-15 (CIWS)

b. **Mk-45 54/62 Caliber 5-inch Gun.** Automatic loading gun mount employed against surface, air, and land attack (Naval Surface Fire Support - NSFS) targets.

- (1) Rate of Fire: 20 rounds per minute
- (2) Range: 13 nm for surface targets, 6 nm for air targets
- (3) Platforms: CG, DDG-51



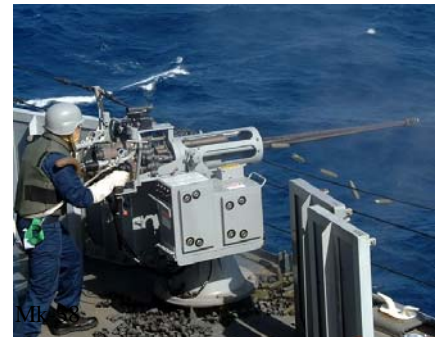
Mk-45



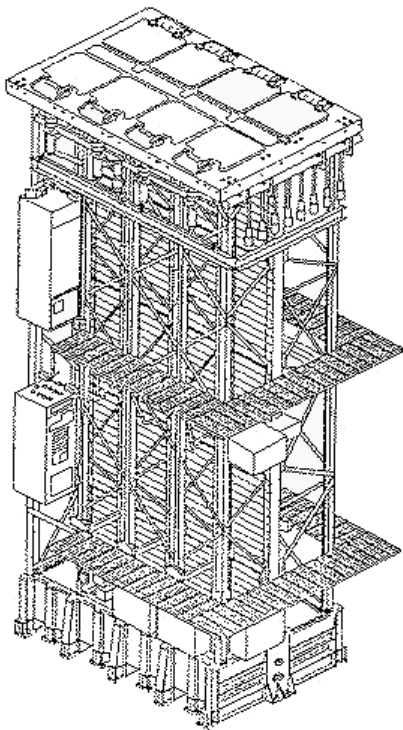
Mk-45

c. **Mk-38 25mm machine gun system.** The Mk-38 is a 25mm machine gun installed for ship self-defense to counter High Speed Maneuvering Surface Targets.

- (1) Rate of Fire: Single shot/180 rounds per minute
- (2) Range: approx 2,700 yds
- (3) Platforms: CG, DDG-51, LSD, LPD, LHD, LHA, LCC, PC



C009. Launchers



e. **Mk-41 Vertical Launch System (VLS).** The Mk-41 VLS is a modular, below deck missile launching system that houses several classes of missiles in tubes called all-up rounds (AUR). Missiles capable of being vertically launched: SM-2, SM-3, ESSM, TLAM, ASROC.

(1) Platforms:

(a) CG: Two full launchers of 64 cells (fore & aft).

(b) DDG-51: One full launcher aft, one half launcher forward (32 cells).

(c) DDG-1000: 80 Mk-57 Advanced-VLS cells on along the hull of the vessel(peripheral).

C010. Naval Aircraft

a. **F/A-18 Hornet strike fighter.** All-weather fighter and attack aircraft. The F/A-18 Hornet is the nation's first strike-fighter. It was designed for traditional strike applications and close air support without compromising its fighter capabilities.

(1) Crew: 1 (A,C Models), 2(B,D Models)

(2) Length: 56 ft

(3) Wingspan: 40 ft. 5 in.

(4) Max Speed: Mach 1.75+

(5) Armament: 20mm 6-barrel gun, 17,000 lbs of bombs and missiles: Sparrow, Sidewinder, AMRAAM, Maverick and Harpoon.



F/A-18A

b. **F/A-18 Super Hornet.** The F/A-18E/F Super Hornets are the newest and most capable aircraft in the series.

(1) Crew: 1(E Model), 2(F Model)

(2) Length: 60.3 ft.

(3) Wingspan: 44.9 ft.

(4) Max Speed: Mach 1.8+

(5) Armament: 20mm 6-barrel gun, 17,000 lbs of bombs and missiles: Sparrow, Sidewinder, HARM, Maverick and Harpoon.



F/A-18E

c. **EA-18G Growler Airborne Electronic Attack Aircraft.** Built to replace the EA-6B Prowler, the Growler is the first newly-designed electronic warfare aircraft produced in more than 35 years. The aircraft also retains all of the F/A-18E/F multi-mission capabilities with its validated design and the capability to perform a wide range of enemy defense suppression missions. The EA-18G Growler, an Airborne Electronic Attack aircraft integrates the latest electronic attack technology, including the ALQ-218 receiver, ALQ-99 jamming pods, communication countermeasures, and satellite communications.

- (1) Crew: 2
- (2) Length: 60.2 ft.
- (3) Wingspan: 44.9 ft.
- (4) Combat Range: 850+ nm
- (5) Armament: (2) AIM-120, (2) AGM-88 HARM, (3)ALQ-99.



EA-18G

e. **F-35 Lightning.** The F-35 Lightning II is a family of single-seat, single-engine, designed to perform ground attack, reconnaissance, and air defense missions with stealth capability. The F-35 has three main modes: the F-35B (USMC) is a short take-off and vertical-landing variant, and the F-35C (NAVY) is a carrier-based variant.

(1) Crew: 1

(2) Length: 51.4 ft.

(3) Wingspan: 35 ft.

(4) Max Speed: Mach 1.6+

(5) Armament: 25mm 4-barrel cannon,
18,000 lbs of bombs and missiles.



F-35

f. **E-2 Hawkeye early warning and control aircraft.** The E-2 Hawkeye is the Navy's all-weather, carrier-based tactical battle management airborne early warning, command and control aircraft. The E-2 is a twin engine, five crewmember, high-wing turboprop aircraft with a 24-foot diameter radar rotodome attached to the upper fuselage.

(1) Crew: 5 (2 pilots, 3 mission operators)

(2) Length: 57 ft 6 in

(3) Wingspan: 80 ft 7 in

(4) Max Speed: 300+ kts

(5) Armament: None



E-2

i. **C-2A Greyhound logistics aircraft.** A high wing, twin-engine monoplane cargo aircraft, designed to land on aircraft carriers. The C-2A Greyhound provides critical logistics support to Carrier Strike Groups. Its primary mission is the transport of high-priority cargo, mail and passengers between carriers and shore bases.

- (1) Crew: 4
- (2) Length: 56 ft. 10 in
- (3) Wingspan: 80 ft. 7 in.
- (4) Max Speed: 260 kts
- (5) Armament: None



C-2A

g. **P-3C Orion long range ASW aircraft.** The P-3 is a four-engine turboprop anti-submarine and maritime surveillance aircraft. The P-3C has advanced submarine detection sensors such as directional frequency and ranging sonobuoys and magnetic anomaly detection equipment. The avionics system is integrated by a general purpose digital computer that supports all of the tactical displays, monitors and automatically launches ordnance and provides flight information to the pilots.

- (1) Crew: 11
- (2) Length: 116.7 ft.
- (3) Wingspan: 99.6 ft.
- (4) Max Speed: 411 kts
- (5) Armament: Harpoon, Maverick, torpedoes, and mines



P-3C

h. **P-8A Poseidon ASW/ASuW aircraft.** The P-8A Poseidon is a modified Boeing 737-800ERX, bringing together a highly reliable airframe and high-bypass turbo fan jet engine with a fully connected, state-of-the-art open architecture mission system. This combination, coupled with next-generation sensors, dramatically improves anti-submarine warfare (ASW), and anti-surface warfare (ASuW) capabilities.

- (1) Crew: 9
- (2) Length: 129.5 ft.

- (3) Wingspan: 123.5 ft.
- (4) Max Speed: 490 kts
- (5) Armament: Joint missiles, torpedoes, and mines



P-8A

j. **C-130T Hercules logistics aircraft.** The C-130 Hercules, a four-engine turboprop aircraft, is the workhorse of the military services. Capable of landing and taking off from short, rough dirt runways, it is a people and cargo transport and is used for rapid logistical support.

- (1) Crew: 5
- (2) Length: 97 ft, 9 in
- (3) Wingspan: 132 ft, 7 in
- (4) Max Speed: 374 mph
- (5) Armament: None



C-130T

k. **MH-60 Seahawk Helicopter.** Used for anti-submarine warfare, search and rescue, drug interdiction, anti-ship warfare, cargo lift, and special operations. The Navy's MH-60R Seahawk is an airborne platform based aboard CVN, CG, and DDGs deploys sonobuoys (sonic detectors), dipping sonar, and torpedoes in an anti-submarine role. They also extend the range of the ship's radar, and anti-surface capabilities. The MH-60S, also aboard carriers and amphibious assault ships, is used for search and rescue (SAR) missions, combat search and rescue (CSAR), vertical replenishment (VERTREP), and Naval Special Warfare (NSW).

(1) Crew: 3-5

(2) Length: 64 ft, 10 in (rotors and tail folded)

(3) Max Speed: 180 kts

(4) Armament: MK46/50 torpedoes, 50 caliber and M240 machine guns, M299 fixed-forward firing machine guns, rocket pods, air-to-surface HELLFIRE missiles and various others.



MH-60

1. **MH-53E Sea Dragon Helicopter.** The MH-53E is used primarily for Airborne Mine Countermeasures with secondary missions of vertical shipboard delivery and assault support. The MH-53 can operate from carriers and other warships and is capable of towing a variety of mine hunting/sweeping countermeasures systems, including the Mk 105 magnetic minesweeping sled, the AQS-14A side-scan sonar, and the Mk 103 mechanical minesweeping system. When performing the assault support mission, the MH-53E can be fitted with the GAU-21 .50-cal. machine gun ramp-mounted weapon system.

(1) Crew: 3

(2) Length: 99 ft

(3) Max Speed: 150+ kts

(4) Armament: GAU-21, 50 cal. Machine gun.



MH-53E

C011. Ships of the United States Fleet

a. **Nuclear Aircraft Carriers (CVN).** Aircraft carriers are the centerpiece of America's Naval force. On any given day, aircraft carriers exercise the Navy core capabilities of power projection, forward presence, humanitarian assistance, deterrence, sea control and maritime security.

(1) NIMITZ Class (CVN68-77)

- (a) Length: 1,092 ft Beam: 134 ft
- (b) Tonnage: Approx 100,000 LTons
- (c) Speed: 30+ kts
- (d) Crew: Ship's Company: 3,000-3,200, air wing: 1,500, other: 500.
- (e) Armament: Multiple NATO Sea Sparrow, Phalanx CIWS, and RAM mounts.
- (f) Propulsion: Two nuclear reactors fueling a steam plant with four fixed-pitch propellers.
- (g) Aircraft: Approximately 60+



NIMITZ CLASS (CVN)

(2) FORD Class (CVN78-)

- (a) Length: 1,092 ft Beam: 134 ft
- (b) Tonnage: Approx. 100,000 L Tons
- (c) Speed: 30+ kts
- (d) Crew: 4,539 (ship, air wing and staff).
- (e) Armament: Evolved Sea Sparrow Missile, Rolling Airframe Missile and CIWS.
- (f) Propulsion: Two nuclear reactors, four shafts.
- (g) Aircraft: Approximately 75+



FORD CLASS (CVN)

b. **Guided Missile Cruisers (CG).** Large combat vessel with multiple target response capability. These ships are multi-mission [Anti-Air Warfare (AAW), Anti-Submarine Warfare (ASW), Naval Surface Fire Support (NSFS), Surface Warfare (SUW), and Strike Warfare (STW)] surface combatants capable of supporting carrier battle groups, or amphibious forces, or of operating independently and as flagships of surface action groups. Some Aegis Cruisers have been outfitted with a Ballistic Missile Defense capability. Their primary mission is AAW utilizing the Aegis Weapon System and SPY-1 multi-phased array radar.

(1) Class: TICONDEROGA (CG 47)

(2) Length: 567 ft Beam: 55 ft

(3) Tonnage: 10,500 LTons

(4) Speed: 30+ kts

(5) Crew: 30 officers, 300 enlisted

(6) Armament: Mk-41 VLS (SM-2, SM-3, ESSM, ASROC, TLAM), Harpoon, (2) Mk-45 54-cal 5" guns (fore & aft), (2) SVTT (Surface Vessel Torpedo Tubes) for Mk-46 Torpedoes, (2) Mk-15 CIWS, (2) Mk-38 25mm Machine Guns, various crew-served weapons.

(7) Propulsion: 4 General Electric LM 2500 gas turbine engines; 2 shafts, 80,000 shaft horsepower total.

(8) Aircraft: 2 MH-60 Seahawks (Romeo)



TICONDEROGA CLASS (CG)

c. **Guided Missile Destroyers (DDG).** Destroyers are warships that provide multi-mission offensive and defensive capabilities. Destroyers can operate independently or as part of carrier strike groups, surface action groups, amphibious ready groups, and underway replenishment groups. Guided missile destroyers are multi-mission capable [Anti-Air Warfare (AAW), Anti-Submarine Warfare (ASW), Surface Warfare (SUW), and Strike Warfare (STRW)] surface combatants. Their main weapon system is the Aegis Weapon System incorporating the SPY-1D multi-phased array air search radar.

(1) Class: ARLEIGH BURKE (DDG51)
Flight I (DDG51-71), Flight II (DDG72-78), Flight IIA (DDG79-123) adds Helo hangar,
Flight III (DDG124-)

(a) Length: 505 ft Beam: 59 ft

(b) Tonnage: 9000 LTons

(c) Speed: 30+ kts

(d) Crew: 30 officers, 275 enlisted

(e) Armament: Mk-41 VLS (SM-2, SM-3, ESSM, ASROC), (1) Mk-45 54-cal 5”
gun, (2) SVTT (Surface Vessel Torpedo Tubes) for Mk-46 Torpedoes, (2) Mk-15 CIWS, (2)
Mk-38 25mm Machine Guns, various crew-served weapons.

(f) Propulsion: Four General Electric LM 2500 gas turbines; two shafts, 100,000 total
shaft horsepower. 2 Controllable-reversible pitch propellers.

(g) Aircraft: 1-2 MH-60 Seahawks (Romeo)



USS KIDD (DDG-100)

(2) Class: ZUMWALT (DDG 1000) The multi-mission DDG 1000 is tailored for
sustained operations in the littorals and land attack, and will provide independent forward
presence and deterrence, support special operations forces, and operate as an integral part of joint
and combined expeditionary forces. Utilizing a tumblehome hull and wave piercing bow in
addition to a radical new Integrated Power System (IPS) it has a 50 fold radar cross-section

decrease over the DDG-51 class and will likely be used as a future Command and Control asset. Only 3 hulls are planned.

(a) Length: 610ft Beam: 80ft

(b) Tonnage: 14500 LTons

(c) Speed: 30+ knots

(d) Crew: 140 total

(e) Armament: (2) Mk-57 VLS (80 cells) for (SM-2, ESSM, ASROC, TLAM). Advanced Gun System (2) 155mm (6inch)/62cal for LRLAP (Long Range Land Attack Projectiles) range approx. 63nm, (2) Mk-46 Mod 2 30mm guns.



USS ZUMWALT (DDG -1000)

d. **Coastal Patrol Ships (PC).** The primary mission of these ships is coastal patrol, interdiction, and maritime security in the littorals.

(1) Class: CYCLONE (PC-1)

(2) Length: 179ft Beam: 26ft

(3) Tonnage: 380LTons

(4) Speed: 30+ kts

(5) Crew: 4 officers, 24 enlisted

(6) Armament: (2) Mk-38 25mm machine guns; (4) .50 caliber machine guns; (1) Mk-19 40mm grenade launcher; (8) Griffin anti-surface missiles

(7) Propulsion: Four Paxman diesels; four shafts; 3,350 shaft horsepower.



CYCLONE CLASS (PC)

e. **Littoral Combat Ships (LCS).** LCS is a fast, agile, focused-mission platform designed for operation in near-shore environments yet capable of open-ocean operation. It is designed to defeat asymmetric anti-access threats such as mines, quiet diesel submarines and fast surface craft. The LCS class consists of two variants, the Freedom variant and Independence variant. These seaframes will be outfitted with reconfigurable payloads, called “Mission Packages”, which can be changed out quickly. Mission packages are supported by special detachments that will deploy manned and unmanned vehicles and sensors in support of mine, undersea and surface warfare missions.

(1) INDEPENDENCE Variant

(a) Length: 419 ft.

(b) Beam: 103.7 ft

(c) Speed: 40+ kts

(2) FREEDOM Variant

(a) Length: 378 ft.



INDEPENDENCE CLASS (LCS)

(b) Beam: 57.4 ft.

(c) Speed: 40+ kts



FREEDOM CLASS (LCS)

f. **Mine Counter Measures Ship (MCM).** MCMs are designed to clear mines from vital waterways. *Avenger* class ships are designed as mine sweepers/hunter-killers capable of finding, classifying and destroying moored and bottom mines. These ships use sonar and video systems, cable cutters and a mine detonating device that can be released and detonated by remote control. They are also capable of conventional sweeping measures. The ships are of fiberglass sheathed, wooden hull construction.

(1) Class: AVENGER (MCM-1)

(2) Length: 224 ft Beam: 39 ft

(3) Speed: 14 kts

(4) Crew: 8 officers, 76 enlisted

(5) Armament: Mine neutralization system

(6) Propulsion: Four diesels (600 horsepower each), two shafts with controllable pitch propellers.



USS SENTRY (MCM-3)

g. **Amphibious Assault Ships - LHA/LHD.** The largest of all amphibious warfare ships; resembles a small aircraft carrier; capable of Vertical/Short Take-Off and Landing (V/STOL), Short Take-Off Vertical Landing (STOVL), Vertical Take-Off and Landing (VTOL) tilt-rotor and Rotary Wing (RW) aircraft operations; contains a well deck to support use of Landing Craft, Air Cushioned (LCAC) and other watercraft. Modern U.S. Navy Amphibious Assault Ships project power and maintain presence by serving as the cornerstone of the Amphibious Readiness Group (ARG)/Expeditionary Strike Group (ESG). A key element of the Seapower 21 pillars of Sea Strike and Sea Basing, these ships transport and land elements of the Marine Expeditionary Unit or Marine Expeditionary Brigade with a combination of aircraft and landing craft.

(1) TARAWA Class (LHA)

(a) Length: 820 ft

(b) Beam: 106 ft

(c) Speed: 24 kts

(d) Crew: 82 officers, 882 enlisted + 1,900 Marine detachment.

(e) Armament: 2 Rolling Airframe Missiles (RAM) launchers; 2 MK-15 20mm Phalanx CIWS; .50 caliber machine guns; 25 mm MK-38 machine guns.

(f) Propulsion: Steam

(g) Aircraft: 12 CH-46 Sea Knight Helicopters; 4 CH-53 Sea Stallion Helicopters; 3 UH-1 Huey Helicopters; 4 AH-1W Super Cobra Helicopters; 6 AV-8B Harrier attack aircraft.

(h) Landing Craft: 4 Landing Craft, Utility (LCU); 2 LCUs and 1 Landing Craft Air Cushion (LCAC) 17 Landing Craft, Mechanized (LCM-6); or 45 Amphibious Assault Vehicles (AAV).



TARAWA CLASS (LHA)

(2) America Class (LHA)

(a) Length: 844 ft

(b) Beam: 106 ft

(c) Speed: 22+ kts

(d) Crew: 65 officers, 994 enlisted + 1,687 Marine detachment (+184 surge).



AMERICA CLASS (LHA) [2014]

(e) Armament: 2 Rolling Airframe Missiles (RAM) launchers; 2 NATO Sea Sparrow launchers (with Evolved Sea Sparrow Missile [ESSM]); 2 MK-15 20mm Phalanx CIWS; 7 twin .50 caliber machine guns.

(f) Propulsion: Gas Turbine Engines

(g) Aircraft: A mix of F-35B Joint Strike Fighters (JSF) STOVL aircraft; MV-22 Osprey VTOL tiltrotors; CH-53 Sea Stallion Helicopters, UH-1Y Huey helicopters, AH-1Z Super Cobra helicopters, MH-60S Seahawk Helicopters.

(h) Landing Craft: None. *America* class does not have a well deck.

(3) WASP Class (LHD)

(a) Length: 844 ft

(b) Beam: 106 ft

(c) Speed: 20+ kts



WASP CLASS (LHD)

(d) Crew: 66 officers, 1,004 enlisted + 1,894 Marine detachment

(e) Armament: 2 Rolling Airframe Missiles (RAM) launchers; 2 NATO Sea Sparrow launchers; 2-3 MK-15 20mm Phalanx CIWS; .50 caliber machine guns; 25 mm MK-38 machine guns.

(f) Propulsion: Steam, Gas Turbine for LHD-8 only

(g) Aircraft: 12 CH-46 Sea Knight Helicopters; 4 CH-53 Sea Stallion Helicopters; 3 UH-1 Huey Helicopters; 4 AH-1W Super Cobra Helicopters; 6 AV-8B Harrier attack aircraft.

(h) Landing Craft: 2 LCUs; 3 LCACs; 6 Landing Craft, Mechanized (LCM-8); or 40 Amphibious Assault Vehicle (AAV).

h. Amphibious Transport Dock Ships (LPD): Amphibious transport dock ships are warships that embark, transport, and land elements of a landing force for a variety of expeditionary warfare missions. LPDs are used to transport and land Marines, their equipment, and supplies by embarked LCACs or conventional landing craft and Expeditionary Fighting Vehicles (EFV) or AAVs augmented by helicopters or vertical take-off and landing aircraft (MV 22). These ships support amphibious assault, special operations or expeditionary warfare missions and can serve as secondary aviation platforms for amphibious ready groups.

(1) Class: SAN ANTONIO

(a) Length: 684 ft

(b) Beam: 105 ft

(c) Speed: 22+ kts

(2) Crew: 28 officers, 333 enlisted + 800 Marines detachment

(3) Armament: 2 RAM Launchers; 2 Bushmaster 30mm Close-in-Guns, 10 .50 caliber machine guns.

(4) Propulsion: Diesel

(5) Aircraft: 2 CH53E Super Stallion Helicopters, 4 CH-46 Sea Knight Helicopters, or 2 MV-22 Osprey tilt-rotor aircraft.

(6) Landing Craft: 2 LCACs or 1 LCU and 14 AAVs.



SAN ANTONIO CLASS (LPD)

i. **Amphibious Dock Landing Ships (LSD).** Dock Landing Ships support amphibious operations including landings via LCACs, conventional landing craft and helicopters, onto hostile shores.

(1) HARPERS FERRY Class

(a) Length: 609 ft

(b) Beam: 84 ft

(c) Speed: 20+ kts

(d) Crew: 22 officers, 397 enlisted + 402 Marine detachment

(e) Armament: Two 25mm MK 38 Machine Guns, Two 20mm Phalanx CIWS mounts and Six .50 cal. machine guns, two RAM mounts.

(f) Propulsion: Diesel: Four Colt Industries, 16 Cylinder Diesels, two shafts, 33,000 shaft horsepower

(g) Aircraft: None carried, but can land any helicopter in the USN/USMC inventory.

(h) Landing Craft: Two LCAC.

(2) WHIDBEY ISLAND Class

(a) Length: 609 ft

(b) Beam: 84 ft

(c) Speed: 20+ kts

(d) Crew: 27 officers, 380 enlisted + 500 Marines detachment

(e) Armament: Two 25mm MK 38 Machine Guns; Two 20mm Phalanx CIWS mounts and Six .50 cal. machine guns, two RAM mounts.

(f) Propulsion: Diesel: Four Colt Industries, 16 Cylinder Diesels, two shafts, 33,000 shaft horsepower

(g) Aircraft: None carried, but can land any helicopter in the USN/USMC inventory

(h) Landing Craft: 3 LCUs, 4 LCACs, or 55 AAVs.



WHIDBEY ISLAND CLASS (LSD)

j. **Amphibious Command Ships (LCC).** Amphibious Command ships provide command and control for fleet commanders (SIXTH and SEVENTH Fleets). Command ships provide communications and accommodations for fleet commanders and staff. Ships are equipped with air and surface radars, helicopter, chaff launchers, and an electronic warfare suite.

(1) Class: BLUE RIDGE

(2) Length: 634 ft

(3) Beam: 108 ft

(4) Speed: 23 kts

(5) Crew: 34 officers, 564 enlisted.

(6) Armament: None

(7) Propulsion: Two boilers, one geared turbine, one shaft; 22,000 horsepower.

(8) Aircraft: All helicopters but the CH-53 Sea Stallion can be carried.



BLUE RIDGE CLASS (LCC)

k. **USS CONSTITUTION** is the oldest commissioned ship in the U.S. Navy. It was one of six wooden hulled, three-masted frigates authorized to form the U.S. Navy for use against the Barbary pirates.

- (1) Length: 204 ft
- (2) Beam: 43.5 ft
- (3) Height: Fore: 198 ft; Main: 220 ft; Aft: 172.5ft
- (4) Speed: 13+ kts
- (5) Crew: 2 officers and 52 enlisted
- (6) Propulsion: Sail



USS CONSTITUTION

C012. Submarines



OHIO CLASS (SSBN)

a. **Fleet Ballistic Missile Submarines (SSBN).** Ballistic missile submarines, often referred to as "boomers," serve as an undetectable launch platform for intercontinental missiles. They are designed specifically for stealth and the precise delivery of nuclear warheads. SSBNs are specifically designed for extended deterrent patrols.

(1) OHIO Class

- (a) Length: 560 ft
- (b) Beam: 42 ft

(c) Crew: 15 officers, 140 enlisted

(d) Armament: 24 tubes for Trident II submarine-launched ballistic missiles, MK48 torpedoes, four torpedo tubes.

(e) Propulsion: One nuclear reactor, one shaft.



b. Guided Missile Submarine (SSGN): Provide the Navy with an unprecedented combination of strike and special operation mission capability within a stealthy, clandestine platform. Armed with tactical missiles and equipped with superior communications capabilities, SSGNs are capable of directly supporting dozens of Special Operation Forces.

(1) OHIO Class (Converted)

(a) Length: 560 ft

(b) Beam: 42 ft

(c) Crew: 15 officers, 140 enlisted

(d) Armament: Up to 154 Tomahawk missiles, Mk48

(e) Propulsion: One nuclear reactor, one shaft.



c. Fast Attack Submarine (SSN): Attack submarines are designed to seek and destroy enemy submarines and surface ships; project power ashore with Tomahawk cruise missiles and Special Operation Forces; carry out Intelligence, Surveillance, and Reconnaissance missions; support battle group operations, and engage in mine warfare.

(1) LOS ANGELES Class

(a) Length: 362 ft.

(b) Beam: 33 ft.

(c) Crew: 15 Officers, 120 enlisted

(d) Armament: Tomahawk missiles, VLS tubes (SSN 719 and later), MK48 torpedoes, four torpedo tubes.

(e) Propulsion: One nuclear reactor, one shaft

(2) VIRGINIA Class

(a) Length: 377 ft.

(b) Beam: 34 ft.

(c) Crew: 15 Officers, 120 enlisted

(d) Armament: Tomahawk missiles, VLS tubes, MK48 torpedoes, four torpedo tubes.

(e) Propulsion: One nuclear reactor, one shaft

(3) SEAWOLF Class

(a) Length: SSN 21 and 22: 353 ft; SSN 23: 453 ft

(b) Beam: 40 ft.

(c) Crew: 14 Officers 126 enlisted

(d) Armament: Tomahawk missiles, MK48 torpedoes, eight torpedo tubes.

(e) Propulsion: One nuclear reactor, one shaft

C013. Combatant Commanders

a. Geographic Combatant Commanders

(1) USNORTHCOM – United States Northern Command. Headquarters located at Peterson Air Force Base, Colorado.

(2) USSOUTHCOM – United States Southern Command. Headquarters located in Miami, Florida.

(3) USEUCOM – United States European Command. Headquarters located at Patch Barracks, Germany.

(4) USPACOM – United States Pacific Command. Headquarters located at Camp H. M. Smith, Hawaii.

(5) USCENTCOM – United States Central Command. Headquarters located at Macdill Air Force Base, Florida.

(6) USAFRICOM – United States Africa Command. Headquarters located at Kelley Barracks, Germany.

b. Functional Combatant Commanders

(1) USSTRATCOM – United States Strategic Command. Headquarters located at Offutt Air Force Base, Nebraska.

(2) USSOCOM – United States Special Operations Command. Headquarters located at Macdill Air Force Base, Florida.

(3) USTRANSCOM – United States Transportation Command. Headquarters located at Scott Air Force Base, Illinois

APPENDIX D

ROOM LOCKER AND PERSONNEL INSPECTION REQUIREMENTS

D001. Purpose. The RLP tests a candidate's ability to read, comprehend, and execute regulations with an emphasis on attention to detail.

D002. Inspectors. The inspectors for the RLP will be Drill Instructors and RDCs assigned to OTCN.

D003. Room. The rooms and all contents within will be clean. All gear will be stowed in its proper place in accordance with this instruction and Class Team guidance. The lights will be on during the inspection. Window curtains will be open. All other spaces assigned to the class will be inspected for general cleanliness and proper stowage.

a. Shower Area. The shower area will be clean and free of any gear or contraband. Candidates are responsible for their own side of the shower area. Recorded discrepancies from the shower area will be documented on the grading sheet of both candidates responsible for that space.

(1) Shower Curtain. The shower curtain will be clean. The shower curtain will be completely attached to the shower curtain rod with no breaks in the attachment holes. The curtain will be opened and grounded to the center of the shower stall.

(2) Shower Area Bench. The shower area bench will be stowed in the down position.

b. Sink. The sink will be clean and free of any gear or contraband. The compartment under the sink will contain only two bottles of OTCN provided cleaning products grounded to the starboard side with the door closest to the passageway open at a 90 degree angle. Recorded discrepancies from the sink area will be documented on the grading sheet of both candidates responsible for that space.

c. Head. The head will be clean and free of any gear or contraband. The door to the head will be fully open and grounded against the nearest door of the compartment under the sink. The toilet bowl seat and lid will be in the UP position. Recorded discrepancies from the head will be documented on the grading sheet of both candidates responsible for that space.

D004. Uniform. The uniform for the RLP will be the Navy Working Uniform (NWU) worn in accordance with chapter 5 of this instruction.

D005. Knowledge. Candidates are responsible for reciting all knowledge in Appendix B verbatim.

D006. Desk Assembly: (desk, chair, and hutch). The desk assembly will be clean and contraband free. All drawers will be empty. When available the OCR will be placed on the assembly at the class team discretion. The chair will be tucked and centered under the desk.

D007. Rack. The rack will be positioned and made IAW chapter 3 of this instruction.



Picture 1

a. Rifle. Displayed assembled on the rack. The rifle will be centered on the rack, with the barrel six (6) inches from the closest fold towards the head of the rack. The rifle will be displayed with a parade sling, ejection cover up, and on safe. Ownership markings are removed. The rifle must be clean and free of rust, dirt or excessive oil.

D008. Two Drawer Unit. The two drawer unit will be positioned IAW chapter 3 of this instruction. Candidates will place all items not involved with the RLP inspection inside of their two drawer unit. Two drawer units will be locked with combination locks set to zero.

D009. Wall Locker. The wall locker doors will be opened 90 degrees. Combination locks will be locked, set to zero and grounded to the locker door.



Picture 2

a. Footgear. Footgear will be stowed on top of the wall locker (see picture above). Toes of shoes will be grounded to the front edge of the wall locker. The first pair of shoes will be grounded to the edge on the port side of the locker and arranged in the following order: black, white, athletic and shower shoes. Shoes will be polished and laced in accordance with chapter 5 of this instruction. All footwear will be clean and free contraband.

b. Upper Compartment



Picture 3

(1) Navy PT Shirt, Sweatshirt, and Sweatpants. Folded twelve (12) inches by twelve (12) inches. Stacked from top to bottom: One (1) each Navy PT shirt, sweatshirt, and sweatpants. Placed with the single folded edge grounded to the front and port of the shelf.

(2) Combination Cover Khaki Cap and NWU Eight Point Cover. The khaki combination cover cap will be displayed with the aft seam forward, measured 9 inches from the starboard

edge of the PT stack to the seam. Khaki cover will be even with the flange of the garage frame. The NWU eight point cover will be displayed centered, on top of khaki cover, bill forward, and grounded even with both the flange of the garage frame and the khaki cover. Refer to Picture 3 for further guidance.

(3) Watch Cap. Displayed flat with the top of the cap forward, grounded starboard, and even with the front edge of the shelf. Refer to Picture 3 for further guidance.

(4) White Shoebox. Ground lengthwise to aft corner stanchion and widthwise to starboard, hinged side aft. Inside of box will be empty. Refer to Picture 3 for further guidance.

(5) Black Shoebox. Ground lengthwise to aft corner stanchion and widthwise to port, hinged side aft. Inside of box will be empty. Refer to Picture 3 for further guidance.

c. Hanger Rod. All uniform pockets will be empty.

(1) Uniform Display. Uniforms will be displayed from port to starboard:

- (a) All-Weather Coat.
- (b) Jacket, Black, Relaxed Fit.
- (c) NWU Parka W/Liner.
- (d) NWU last-worn uniform.



Picture 4



Picture 5

* The uniform worn during the inspection will not be displayed in the wall locker and the hangers of that uniform will be removed from the wall locker. The remaining hangers will be evenly spaced from the port of the wall locker as you look at it to the port of the chest of drawers as you look at it with the first hanger grounded against the wall locker. Hangers of the same type will be used and will be hung with the open end of the hanger facing the back of the wall locker.

(1) All-Weather Coat and Liner. Buttons facing starboard. Button all buttons except the top button. Cuff will be buttoned. Liner will be completely zipped. Sleeve liner buttons will be buttoned. Belt will be fastened through the buckle. Excess belt material will go through available belt loops. Belt buckle will be centered between the coat's front buttons. Belt button will be buttoned.

(2) Relaxed fit Jacket and Liner. Zipper will be to starboard, completely zipped up and zipper grounded with liner attached at all Velcro tabs.

(3) NWU Parka and Liner. Zipper will be to starboard, completely zipped with zipper grounded. The liner will be completely zipped to the parka with all zippers grounded. All Velcro will be closed evenly and tightly.

(4) Last Uniform Worn. All items will be removed from trousers and shirt, pockets emptied, and all buttons buttoned as the uniform was last worn.

(a) Trousers will be hung such that the cuff and top of the waist are even, with zipper forward and legs to starboard. Zippers will be closed and grounded with the fly closure latched.

(b) Center the belt (web) on the trousers with brass clip to starboard and stenciled name exposed. The belt will be evenly folded on the hanger. Picture 5 is showing belt over the NWU shirt to display placement over trouser.

(c) The shirt will be hung on the hanger over the trouser and belt, with the front of shirt to starboard. The shirt sleeves will be displayed according to the seasons. During summer the sleeves will be rolled properly and displayed. During winter the shirt sleeves will not be rolled.

d. Chest of Drawers. All drawer-opening measurements are measured from the vertical front section of the chest to the inboard edge of the drawer face.

(1) Top Shelf

(a) Gearbox (inside). Picture 6. The gearbox will be displayed as listed from aft to front and grounded to the starboard side of the wall locker. Gearbox contains the shoe-polish kit, name-stamp kit, sewing-kit, scotch tape, and nametag. Arrange all items neatly. Place the nametag forward and centered with the name upright and visible through the front of the gearbox. Cover of box will be sealed tightly.



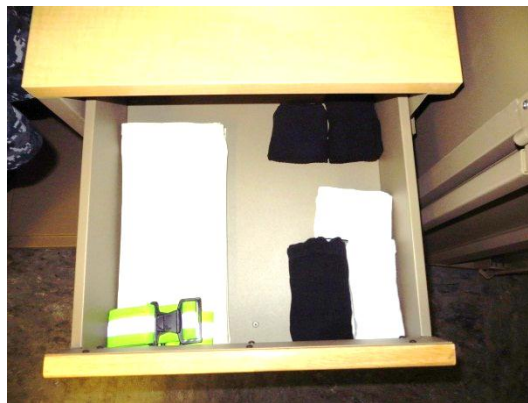
Picture 6

(b) Khaki Garrison Cap: Placed on top of the gearbox with starboard side of cover down and grounded forward and starboard on the gear box.

(c) Black Gloves. Displayed to the port of the gearbox, palms together, thumb forward and tucked in, thumbs grounded to port side of gearbox, fingers facing forward with longest finger even with forward edge of the gear box.

(d) Ruler. The ruler will be centered and grounded to the forward edge of the chest of drawers with the measurement side pointing forward.

(2) Top Drawer. Open three (3) inches. See picture 11 (display). See picture 7 (arrangement)



Picture 7

(a) Black Dress Socks. Folded neatly in four (4)-inch length. Two pairs of black service socks are placed side-by-side:

1 The first sock is grounded aft and starboard with the open end facing aft and the admiral smile facing forward.

2 The second sock is grounded aft and port to the first sock, open end facing aft and the admiral smile facing forward.

(b) Athletic Socks. Folded neatly in six (6)-inch lengths, placed two pair in a stack, grounded forward and starboard with the open end facing aft and the admiral smile facing forward.

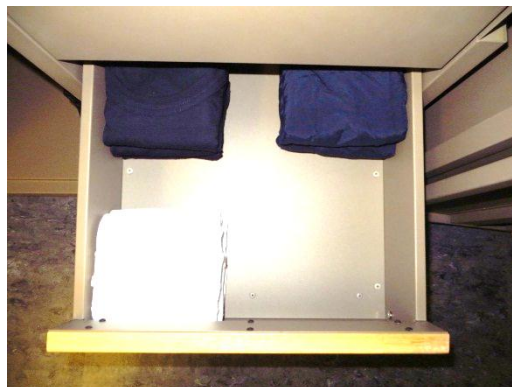
(c) Boot Socks (Black). Folded neatly in six (6)-inch lengths, place two pair in a stack, grounded forward and port of the athletic socks with the open end facing aft and the admiral smile facing forward.

(d) White Dress Socks. Candidates will place one (1) pair of white service socks folded neatly four inches in length grounded aft of the athletic socks, with the open end grounded to the starboard edge of the drawer and the admiral smile facing inboard.

(e) Laundry Bag. One (1) laundry bag folded into thirds lengthwise and then in half widthwise, grounded port and forward, with the single folded edge port and forward.

(f) Reflective Belt. One (1) reflective belt folded six (6) inches lengthwise. The buckle of the reflective belt will be facing up. Belt will be placed length wise grounded forward to the front of the drawer centered on the laundry bag.

(3) Middle Drawer. Open six (6) inches. See picture 11 (display). See Picture 8 (arrangement).



Picture 8

(a) Undershirts (Blue). Folded six (6) inches by six (6) inches. Grounded to port and to aft, three (3) high in a stack, with the folded single edge forward. The front of the shirts will be facing up.

(b) Undershirts (White). Folded six (6) inches by six (6) inches. Grounded forward and to port, three (3) high in a stack, with the folded single edge forward. The front of the shirts will be up.

(c) Physical Training Shorts. Folded six (6) inches by six (6) inches. Grounded starboard and aft, two (2) high in a stack, with the single folded edge forward.

(4) Bottom Drawer. Open nine (9) inches. See Picture 9 (display). See picture 10 (arrangement).



Picture 9



Picture 10

(a) Towels. Folded into thirds lengthwise and then into thirds widthwise. One towel will be grounded forward port, one will be grounded forward starboard.

(b) Washcloth. One (1) washcloth folded in half widthwise and placed on top of each towel grounded forward, centered with the single folded edge to port.

e. Book Bag. The book bag will be placed in the wall locker with the latches facing port as you are looking at it. The book bag will be to the port of the chest of drawers and grounded to the chest of drawers as you are looking at it. The carrying strap will be removed. If the style of book bag is such that the carrying strap cannot be removed, the strap will be tightened. The shoulder pad will be in a vertical position protruding from the starboard side of the book bag or to the front as you are looking at it. A canteen will be placed in the large zippered inner pocket of the book bag. The zipper will be closed. The marking on the canteen will be clean. The canteen will be full. Ownership marking will be IAW chapter 5 of this instruction.

D010. Common Areas. Common areas on assigned decks will be clean and free of contraband. Common areas include the Janitor's Closet, the area adjacent to the copy/prINTER(2nd Deck), the area adjacent to the staff gym (3rd deck) and all unassigned rooms on that deck. Unassigned rooms will be set up IAW Chapter 3, Section 322d of this instruction. The Common Area Grade Sheet will be placed on the shelf in the Janitor's closet. UNSAT common area spaces will be deducted from the overall company score as per the Common Area Grade Sheet. Missing or incorrectly filled out Common Area Grade Sheet will result in one point deducted from the overall company score.

D011. Warnings. The class section leader will give a 30-minute, 15-minute, 5-minute and immediate warning prior to the inspection.

D012. Procedures

a. Students will stand at parade rest outside their hatch beginning at the 5 minute warning. Students will remain at parade rest until their inspector has squared off in front of them.

b. When a Class Drill Instructor or RDC squares off in front of a candidate, the candidate will come to attention and give the proper greeting of the day, followed by "Indoctrination Candidate {name}, room {####}". The Drill Instructor/RDC will give the command, "Hand salute." The Drill Instructor/RDC will then inspect the candidate's salute for correctness. Upon completion, the Drill Instructor/RDC will give the command, "Ready, two." The candidate will cut the salute, return to the position of attention, and await further instruction.

c. After being inspected, the candidate will uncover and return to parade rest outside the room and hydrate. When the room is complete and the last candidate has been inspected, both candidates will wait for instructions from their Class Team.

D013. Failures. Any candidate who fails to achieve a score of 80% or above will normally be re-inspected within 24 hours. Failure to achieve a score of 80% or above on the re-inspection will result in an immediate roll back of that candidate to H Class.

a. Automatic Failures. The following discrepancies will result in an automatic failure for the inspection:

- Failure to fill out the inspection sheet.
- Missing an inspection item.
- Unsanitary Head.
- Unlocked two drawer unit.

D014. Grades. Scores will be recorded on the candidate's hard card. All candidates will receive the original raw score for the event, regardless of re-inspection score, for computation of final class average. The final class average will include the original raw scores of any candidate who fails re-inspection even though that candidate is no longer with the class.

24 Jan 2017

Room, Locker, and Personnel Inspection MILITARY TRAINING TEST

Name: OC _____

Room: _____ Class: _____ Date: _____

Inspector: _____

Recorder: _____

COMMON AREAS:

Deck (1) _____
 Head (1) _____
 Mirror (1) _____
 Room (1) _____
 Shower Area (2) _____
 Sink/Cabinet (2) _____
 Windows (Glass) (1) _____
 Windowsill/frame (1) _____

CANDIDATE/UNIFORM:

Cover (2) _____
 Bearing (2) _____
 Belt (2) _____
 Boots (2) _____
 Buckle (2) _____
 Hygiene (2) _____
 Knowledge (5) _____
 Salute/Greeting (2) _____
 Shirt (2) _____
 Trousers (2) _____

RACK/RIFLE:

Bed (1) _____
 Blanket (1) _____
 Pillow (1) _____
 Rifle Display (2) _____
 Sheets (1) _____

DESK ASSEMBLY:

Chair (1) _____
 Desk/Hutch (1) _____
 OCR (1) _____

DISCREPANCY LEGEND

Contraband(CB)
 Dirty(D)
 Fold (F)
 Improper Display (ID)
 Improper Marking(IM)
 Improper Wear (IW)
 Measurements(M)
 Press(P)
 Strings(ST)

WALL LOCKER**TOP SHELF/TOP COMPARTMENT:**

8 Point Cover (2) _____
 Black Shoe Box (2) _____
 Combination Cover (2) _____
 Footwear (2) _____
 PT Stack (2) _____
 Watch Cap (2) _____
 White Shoe Box (2) _____

MAIN COMPARTMENT/HANGER ROD:

All Weather Coat (2) _____
 Belt (2) _____
 Hanger Spacing (1) _____
 Jacket, Black (2) _____
 Parka & Liner (2) _____
 Shirt (2) _____
 Trouser (2) _____

MAIN COMPARTMENT/CHEST OF DRAWERS:

Athletic Socks (2) _____
 Black Dress Socks (2) _____
 Black Gloves (2) _____
 Boot Socks (2) _____
 Drawer Measurements (1) _____
 Garrison Cap (2) _____
 Gear Box (2) _____
 Knowledge Bag (2) _____
 Laundry Bag (2) _____
 PT Shorts (2) _____
 Reflective Belt (2) _____
 Towels (2) _____
 Undershirt, Blue (2) _____
 Undershirt, White (2) _____
 Washcloth (2) _____
 White Dress Socks (2) _____

OVERALL SCORE (100)_____

Pass _____ Fail _____

24 Jan 2017

Room, Locker, and Personnel Inspection MILITARY TRAINING TEST (COMMON AREAS)

Class: _____ Deck: _____ Date: _____

Inspector: _____ Recorder: _____

UNASSIGNED ROOMS:

	Room: _____	Room: _____	Room: _____	Room: _____	Room: _____
Deck	(CB) (D)	(CB) (D)	(CB) (D)	(CB) (D)	(CB) (D)
Head	(CB) (D)	(CB) (D)	(CB) (D)	(CB) (D)	(CB) (D)
Mirror	(CB) (D)	(CB) (D)	(CB) (D)	(CB) (D)	(CB) (D)
Rack	(CB) (D) (ID)	(CB) (D) (ID)	(CB) (D) (ID)	(CB) (D) (ID)	(CB) (D) (ID)
Shower Area	(CB) (D)	(CB) (D)	(CB) (D)	(CB) (D)	(CB) (D)
Sink	(CB) (D)	(CB) (D)	(CB) (D)	(CB) (D)	(CB) (D)
Cabinet	(CB) (D)	(CB) (D)	(CB) (D)	(CB) (D)	(CB) (D)
Windows (Glass)	(CB) (D)	(CB) (D)	(CB) (D)	(CB) (D)	(CB) (D)
Windowsill/frame	(CB) (D)	(CB) (D)	(CB) (D)	(CB) (D)	(CB) (D)
Chair	(CB) (D) (ID)	(CB) (D) (ID)	(CB) (D) (ID)	(CB) (D) (ID)	(CB) (D) (ID)
Desk/Hutch	(CB) (D)	(CB) (D)	(CB) (D)	(CB) (D)	(CB) (D)
Wall Locker	(CB) (D) (ID)	(CB) (D) (ID)	(CB) (D) (ID)	(CB) (D) (ID)	(CB) (D) (ID)

Number of Unassigned rooms: _____ Overall discrepancies: _____

(Divide overall discrepancies by number of unassigned rooms for average discrepancies)
(Average discrepancies >5 required for SAT)

SAT _____ UNSAT _____

****A grade of UNSAT deducts .5 percentage points from overall company score******JANITOR'S CLOSET:**

Deep Sink (CB) (D)
Deck (CB) (D)
Shelf (CB) (D)

COMMON AREA ADJACENT TO COPY/PRINTER ROOM:

Deck (CB) (D)

Score: _____/8 (7 or greater required for SAT)

SAT _____ UNSAT _____

****A grade of UNSAT deducts .5 percentage points from overall company score******DISCREPANCY LEGEND**

Contraband (CB)
Dirty (D)
Improper Display (ID)

APPENDIX E

OFFICER PERSONNEL INSPECTION REQUIREMENTS

E001. Purpose. The primary purpose of the Officer Personnel Inspection (OPI) is to check for confidence and competence before entering the Candidate Officer/Applied Leadership phase of OCS. Secondary purposes of the OPI are to ensure Officer Candidates can properly follow orders given by senior officers and can properly wear seasonal dress uniforms.

E002. Inspectors. Inspectors for the OPI will be officers of the rank Lieutenant or Lieutenant Junior Grade assigned to OTCN.

E003. Room. The rooms, windows, curtains, decks, and all furniture will be clean. All items not being inspected shall be stowed in the wall locker. The lights will be on for the inspection. Window curtains will be open.

E004. Uniform. The uniform for the OPI will be the seasonal pre-graduation reception uniform worn in accordance with the uniform section of this instruction.

E005. Knowledge. Candidates are responsible for all knowledge in Appendix B verbatim. Candidates are responsible for a working knowledge of all items in Appendix C.

E006. Desk Display. Desks will be arranged IAW chapter 3 of this instruction. The Class Team will provide additional guidance to occupants of rooms with unique geometry or furniture.

a. Grading Sheet. The grading sheet will be grounded to the starboard side of the OCR and grounded to the bottom seam of the desk. Each candidate will fill out the top of the grading sheet with name, room, class and date.

b. Ruler. The ruler will be grounded to the top of the grading sheet.

c. Pen. The pen will be grounded to the starboard side of the grading sheet with the top of the cap of the pen aligned with the top of the grading sheet.

d. Chairs. Centered port and starboard with the chair seat under the desk and chair backs grounded to the desk.

e. Buckle and Insignia Display. The devices will be arranged on the desk as shown in figure E.1.

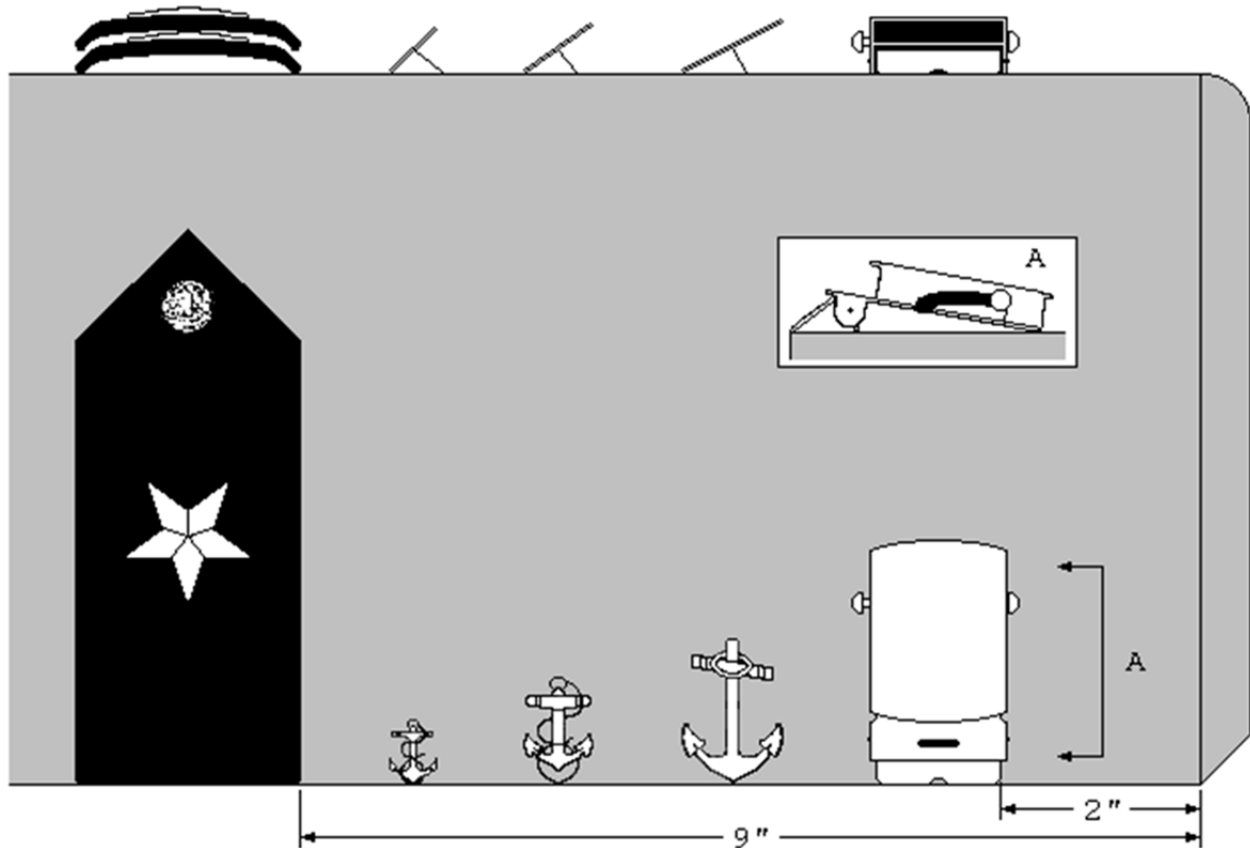


Figure E.1

(1) Buckle. Positioned two inches from the starboard seam of the desk and with the claw toward the center of the room. Ground the claw of the buckle to the forward seam of the desk with the claw fully extended. The buckle spindle will be grounded in the "locked" position. Buckle will be clean. Males will display the large belt buckle and females will display the small belt buckle.

(2) Shoulder Boards. Placed nine inches from starboard seam of the desk to the inboard edge of the shoulder board. Ground the squared end against the forward seam of the desk. Stack the boards so the rank is displayed one on top of the other. Shoulder board clips will be fastened and will be free of threads, lint, and dirt. Hard shoulder boards will be displayed during the winter months. Soft shoulder boards will be displayed during the summer months.

(3) Lapel, Cap, and Collar Insignia. One of each, evenly spaced between the shoulder boards and the belt buckle with the crowns (bottoms) of the anchors grounded against the forward edge of the desk. Display insignia by decreasing size, with the largest near the buckle:

(a) Service Dress Blue Lapel Insignia.

(b) Cap Insignia.

(c) Collar Insignia - displayed with the bitter end facing starboard.

(d) The shanks of the anchors will be perpendicular to the desk edge, frogs will be removed and the insignias will be tilted inboard to the desk. To be evenly spaced, the anchors must be the same measurement from:

1. Inboard edge of shoulder board to the center of the tilted Collar Insignia.
2. Center of the tilted Collar insignia to the center of the tilted Cap Insignia.
3. Center of the tilted Cap Insignia to the center of the tilted Service Dress Blue Lapel Insignia.
4. Center of the tilted Service Dress Blue Lapel Insignia to the belt buckle inboard edge.

(e) During the winter months, candidates will not display the SDB lapel insignia on the desk. In this case, evenly space the collar insignia and the cap insignia between the inboard edge of the shoulder boards and the inboard edge of the belt buckle IAW with the above paragraphs.

f. Desk Drawers. The top starboard side drawer will be open three inches, measured from the bitter end of the ruler flush with the desk to the inboard edge of the drawer. All other desk drawers shall be empty, clean and closed.

g. Stationery Box. Centered in the top starboard desk drawer and grounded to the front of the drawer. All items shall be removed from the stationary box with the exception of one envelope and one sheet of stationary paper. The envelope and stationary paper will be free of markings and grounded to the bottom edge inside the stationary box.

E007. Procedures

a. At the immediate warning, candidates will be at the position of parade rest outside their rooms.

b. When the inspecting Officers enter the passageway the candidates will call attention on deck and give the greeting of the day. "Good Morning Sir/Ma'am." The candidates will remain at attention.

c. When an Officer squares off in front of a candidate, a hand salute is rendered and the candidate sounds off, "Sir/Ma'am, Officer Candidate (last name), Room (number), standing by for inspection." They will wait to cut their salute when the salute has been returned by the Officer.

d. Candidates will use military facing movements to enter their room. Once inside the room, candidates will perform an about face approximately 18 inches from their window unless otherwise directed by the inspecting Officer.

e. After being inspected by an Officer, the candidate will place their cover on their desk, fix their uniform, return outside the hatch, go to parade rest and wait for instructions from their Class Team.

E008. Failures. Any candidate who fails to achieve a score of 80% or above will normally be re-inspected within 72 hours. Failure to achieve a score of 80% or above on the re-inspection will result in that candidate rolling to the next junior OCS class.

a. Automatic Failures. The following discrepancies will result in an automatic failure:

(1) Failure to complete the information on the inspection sheet prior to commencing the inspection.

(2) Missing an inspection item. (Unless item is noted on the deficiency list.)

D013. Grades. All actual scores will be recorded on the candidate's hard card. All candidates will receive the original raw score for the graded event, regardless of re-inspection score, for computation of final class average.

Eighth Week Personnel Inspection
MILITARY TRAINING TEST
SERVICE DRESS BLUE UNIFORM

Name: OC

Room:

Class:

Date:

Inspector: _____

UNIFORM:

Cover (Dirt/TH/Brim) (2) _____	Ribbons/Warfare Device (1) _____
Chin strap (1) _____	Collar Device (1) _____
Insignia (1) _____	Jacket (CB/TH/D) (4) _____
Eagles (1) _____	Gig Line / Spindle / Tuck (2) _____
Dress Shirt (TH/D/P) (2) _____	Shoes (SH/TU/TH) (2) _____
Brass (1) _____	Salute (1) _____
Trouser (TH/P/D) (2) _____	Tie/Tie Clip/Neck Tab (1) _____
POA/Greeting/Facing Movements (2) _____	
Hygiene (1) _____	

Total (25): _____

KNOWLEDGE:

Oath of Office (2) _____	Military Courtesy/Confidence (5) _____
Songs/Creeds/Hymns (1) _____	Phonetic Alphabet (1) _____
Chain of Command (2) _____	Naval Mission / Warfare (2) _____
Code of Conduct (2) _____	Leadership Trait (1) _____
General Orders (2) _____	Naval Weapon Systems (4) _____
Rank Structure (Officer) (2) _____	Naval Aircraft (4) _____
Rank Structure (Enlisted) (2) _____	Naval Ships/Subs (4) _____
Breast Insignia (2) _____	Combatant Commanders (2) _____
Sleeve Devices (1) _____	

Total (37): _____

DESK/ROOM:

Desk Measurement (1) _____	Laptop (1) _____
Buckle(ID/Grounded/CL) (2) _____	Shoulder Boards (TH/D/ID) (2) _____
Insignias (ID/CL) (1) _____	Chair (1) _____
Stationary Box (1) _____	Drawer Measure (1) _____
Contraband (5) _____	

Total (15): _____

Overall Total (77): _____

Eighth Week Personnel Inspection
MILITARY TRAINING TEST
SUMMER WHITES UNIFORM

Name: OC

Room:

Class:

Date:

Inspector: _____

UNIFORM:

Cover (Dirt/TH/Brim) (2) _____	Name Tag (1) _____
Chin strap (1) _____	Ribbons/Warfare Device (1) _____
Insignia (1) _____	Shoulder Boards (1) _____
Eagles (1) _____	Shirt (CB/TH/D/P) (3) _____
Undershirt (TH/D) (1) _____	Gig Line / Spindle / Tuck (2) _____
Brass (1) _____	Belt (TH/D) (1) _____
Trouser (TH/P/D) (2) _____	Shoes (SH/TU/TH) (2) _____
POA/Greeting/Facing Movements (2) _____	Salute (1) _____
Hygiene (1) _____	

Total (24): _____

KNOWLEDGE:

Oath of Office (2) _____	Military Courtesy/Confidence (5) _____
Songs/Creeds/Hymns (1) _____	Phonetic Alphabet (1) _____
Chain of Command (2) _____	Naval Mission / Warfare (2) _____
Code of Conduct (2) _____	Leadership Trait (1) _____
General Orders (2) _____	Naval Weapon Systems (4) _____
Rank Structure (Officer) (2) _____	Naval Aircraft (4) _____
Rank Structure (Enlisted) (2) _____	Naval Ships/Subs (4) _____
Breast Insignia (2) _____	Combatant Commanders (2) _____
Sleeve Devices (1) _____	

Total (37): _____

DESK/ROOM:

Desk Measurement (1) _____	Laptop (1) _____
Buckle(ID/Grounded/CL) (2) _____	Shoulder Boards (TH/D/ID) (2) _____
Insignias (Frogs/ID/CL) (1) _____	Chair (1) _____
Stationary Box (1) _____	Drawer Measure (1) _____
Contraband (5) _____	

Total (15): _____

Overall Total (76): _____

APPENDIX F

6th and 9th Week Personnel Inspection Procedures

1. Purpose

a. 6th week personnel inspection (6th Week PI). The purpose of the 6th week PI is to inspect each candidate for proper uniform wear in accordance with the uniform section of this instruction, haircut, shave, hygiene, general military appearance and verbatim knowledge of appendix B.

b. 9th week personnel inspection (9th week PI). The purpose of the 9th week PI is to inspect each candidate for proper uniform wear in accordance with US Navy Uniforms Regulations, haircut, shave, hygiene, general military appearance and level of knowledge of Officer Candidate Regulations (at class team discretion).

2. 6th Week Personnel Inspection Process

a. Formation. The section leader will be informed as to the time, place, and location of both inspections. The class will be formed in a platoon formation on line, at normal intervals and at open ranks.

(1) Outdoor Inspection. The section leader will be three paces out and centered on the First Squad Leader facing to the front. The class guidon will be placed in the ground, one pace in front of the section leader (when possible), starting with the back of heels on the edge of the curb. The guidon will be centered on the class.

(2) Indoor Inspection. The section leader will be three paces out and centered on the First Squad Leader facing to front. The class guidon will be one pace in front of the section leader and centered on the class.

b. Thirty (30) minutes prior to the start of the inspection, the section leader will have the class outside their hatches, standing at attention. The class will wear white t-shirts, PT shorts, black dress socks and gym shoes. The Class Chief Petty Officer will conduct a safety brief. The class will have thirty (30) minutes to get dressed in their service khaki uniform in accordance with Navy Uniform Regulations and be on the assigned spot in platoon formation, at open ranks and parade rest.

c. Upon sighting the primary inspector, the section leader will come to attention, give the greeting of the day, execute a left face, order the class to attention, and execute a right face, facing back to the front. The inspectors will check for proper formation and correct placement of the guidon. When the primary inspector squares off in front of the section leader, he/she will

render a hand salute, and present the class by stating, "Good morning Chief/Senior Chief, Class XX-XX formed for inspection. # assigned, # standing by." The primary inspector will return the salute and issue the command, "Carry on section leader." The section leader will reply, "Aye, Aye, Chief/Senior Chief."

d. The section leader will execute a left face and issue the command, "Hand, SALUTE." The class, with the exception of the section leader, will simultaneously render a hand salute. All inspectors will inspect for proper hand salutes. The primary inspector will then issue the command, "Carry on section leader." The section leader will reply, "Aye, Aye, Chief/Senior Chief."

e. The section leader will give the command, "Ready, TWO." All salutes must cut simultaneously.

f. The primary inspector will issue the command, "Carry on section leader." The section leader will reply, "Aye, Aye, Chief/Senior Chief." The section leader will give the command, "UNCOVER, TWO." All candidates will uncover except the section leader. The section leader will execute a right face and the inspection will commence.

g. The primary inspector will inspect the section leader first. When the primary inspector finishes inspecting the section leader, they will order the section leader to "Precede Me, section leader." The section leader will reply, "Aye, Aye, Chief/Senior Chief."

h. The section leader will execute a left face and then make the appropriate movements to position themselves directly in front of and facing the second person in the first squad. The primary inspector will then inspect the first squad and the remaining inspectors will begin inspecting their assigned squads.

i. The section leader will precede the primary inspector for the first rank only. While the inspector is inspecting the last candidate in the first squad, the section leader will post back to three paces out and centered on the first squad leader facing to the front by proceeding around the formation in a counterclockwise fashion.

j. After each squad has been inspected, the inspector will order "# squad RECOVER. The squad will reply, "Aye, Aye, Chief/Senior Chief," and will recover their uniforms (gig line, buttons buttoned, and combination cover in the right hand).

k. After all candidates have been inspected, the primary inspector will give the command, "Carry on section leader." The section leader will reply, "Aye, Aye Chief/Senior Chief," execute a left face, order "COVER, TWO." When all motion has stopped, the section leader will execute a right face and await the inspecting officer.

1. When the inspecting officers have finished inspecting the candidates for proper uniform recovery, the primary inspector will square off in front of the section leader. The section leader will salute, and give the greeting of the day. When the inspecting officers depart, the section leader will command the platoon to “parade REST”, face to the front, go to parade rest, and await further instructions from their Class Chief Petty Officer.

3. 9th Week Personnel Inspection Process

Thirty (30) minutes prior to the start of the inspection, the section leader will have the class outside their hatches, standing at attention. The class will wear white t-shirts, PT shorts, white or black dress socks as dictated by the uniform for inspection, and gym shoes. The Class Chief will conduct a safety brief. The class will have thirty (30) minutes to get dressed in the seasonal graduation uniform in accordance with Navy Uniform Regulations. The location will be designated by Class Chief Petty Officer. Class Chief Petty Officer will designate formation and procedures.

4. PASSING STANDARDS

- a. Applicability. This section applies to the 6th Week and 9th Week Personnel Inspections.
- b. Promulgation. Candidates must score a minimum of 80% on Personnel Inspections. Specific grading criteria, score sheets, and hits available will be promulgated prior to inspection.
- c. Passing/Failing. An individual candidate passes or fails an MTT. Failure results in documented formal counseling and re-inspection.

(1) Re-inspection. If a re-inspection is to be conducted, the re-inspection time and location will be provided at the time of counseling. Re-inspection shall be completed by the end of that training week. The candidate requiring a re-inspection will report to the designated location with a properly filled out inspection sheet.

(2) Re-inspection Grade. To advance in training, candidates who fail must pass a re-inspection. If a student fails an MTT re-inspection, that student will automatically be assigned to the next junior OCS and repeat the inspection. All actual scores will be recorded on the candidate's hard card. The candidate will receive the original raw score for passing the graded event, regardless of re-inspection score, for computation of final average.

6th Week Personnel Inspection
MILITARY TRAINING TEST

Name: OC _____ Room: _____ Class: _____ Date: _____

Inspector: _____ Recorder: _____

UNIFORM

Cover (4) _____ Ribbons (2) _____

Name Tag (2) _____ Collar Devices (1) _____

Hygiene (2) _____ Gig Line (1) _____

Military Bearing (2) _____ Shoes (2) _____

Shirt (3) _____ Trouser (2) _____

Warfare Devices (2) _____ Belt/Buckle (4) _____

UNIFORM SCORE (27) _____

KNOWLEDGE:

Questions (3) _____

KNOWLEDGE SCORE (3) _____

DISCREPANCY LEGEND

OVERALL SCORE (30)

Strings (ST)
Measurements (M)
Contraband (CB)
Improper Marking (IM)
Dirty/Smudged (D)
Press (P)
Excessive Movement (EM)
Improper Wear (IW)
Metal to Metal (MM)
Spindle not grounded (SG)
Shine (S)

P _____ **F** _____

6TH WEEK PERSONNEL INSPECTION

DATE: _____ CLASS: _____ PRIMARY INSPECTOR: _____

SECONDARY INSPECTOR: _____

CLASS INSPECTION ITEMS

- a. Time _____
- b. On Spot _____
- c. Alignment _____
- d. Depth _____
- e. Width _____
- f. Formation _____

TOTAL POINTS: _____

SECTION LEADER COMMANDS

- a. Attention _____
- b. Hand Salute _____
- c. Two _____
- d. Uncover _____
- e. Two _____
- f. Cover _____
- g. Two _____
- h. Parade Rest _____

TOTAL POINTS: _____

* Points taken from the Class Inspection Items, and Section Leader Commands will be deducted from the final class average at a rate of .5 percentage point per hit. All other hits will be considered individual hits and will be deducted from the individual.

APPENDIX G

OFFICER CANDIDATE SCHOOL FORMS

1. Included in this Appendix are the following forms:
 - a. Special Request/Authorization
 - b. Candidate Report Chit
 - c. Demerit Documentation Form
 - d. OCR Change Recommendation Form
 - e. Record of Counseling
 - f. Leave Request/Authorization
2. Instructions on how to properly fill out or use these forms are contained in this section.
3. These forms shall remain in this instruction and shall be photocopied if required.

Instructions for Special Request/Authorization Form

The purpose of the Special Request/Authorization Form, also known as a Special Request Chit, is to request such things as Special Liberty, Special Pay or requests for periods of absence (generally not entertained at OCS).

1. Name - First, Middle Initial, Last. (Example: John S. Jones)
2. Rate - Rate of Individual. (Example: OC)
3. Ship or Station - Command currently stationed. (Example: Officer Training Command Newport)
4. Date of Request - Date of Special Request Submission. (Example: 23 DEC 12)
5. Department/Division - Division of Command currently stationed. (Example: OCS)
6. Duty Section/Group – Class number.
7. Nature of Request - The reason of request.
8. Reason for Request - Clear, plain explanation for submission of Chit.
9. Signature of Applicant - Signature of Candidate.

The information regarding Leave (Days Requested, Address, etc.) is not applicable to Candidates while at OCS. In the event leave is desired, a Leave Request/Authorization Form will be used. Consult your Class Team for further guidance regarding instances for using Special Request Chits.

Instructions for OCS Report Chit

1. Candidate Name - Last, First, Middle Initial. (Example: Jones, John S)
2. Class # - Your current class of training. (Example: 07-13E)
3. Class of Offense – What Class the violation was (A, B, C). Reference OCR section 432 to determine. (Example: C)
4. Describe Nature of Offense – Simple, clear language describing the offense. (Example: Loss of military bearing.)
5. Time of Offense – What time the violation occurred.
(Example: 0730)
6. Date of Offense – What date the violation occurred
(Example: 09 DEC 12)
7. Place of Offense – Where the violation occurred.
(Example: OCS Chow Hall)
8. Comments of person placing candidate on report.
9. Rank and Name of person placing candidate on report - Who placed you on report.
(Example: Lieutenant Xxxxxx, USN)
10. Signature – Signature of person placing candidate on report.
11. Date – Date person placing candidate on report signed the Report Chit. (Example: 11 DEC 12)
12. Candidate Statement – Personal account of the violation. (Example: This Candidate lost his military bearing by smiling in the chow hall.)
13. Signature of candidate being placed on report.
14. Date – Date candidate on report signed the Report Chit.



Officer Candidate School Report Chit

Candidate Name (Last, First MI)		Class #	Class of Offense
Describe Nature of Offense			
Time of Offense	Date of Offense	Place of Offense	
Comments of Person placing candidate on report (include recommended disciplinary actions based on class of offense)			
Rank and Name of Person placing candidate on report		Signature	Date
Candidate Statement (attach additional sheets only for Class "A" offenses)			
Signature of person being placed on report			Date

Chain of Command Comments and Recommendations	
Class Drill Instructor comments, recommendations and signature	Signature/ Date
Class Chief Petty Officer comments, recommendations and signature	Signature/ Date
Class Officer comments, recommendations or disciplinary actions approved	Signature/ Date

ADDITIONAL ROUTING
As Required

OCS Lead Class Officer comments, recommendations and signature	Signature/ Date
Deputy Director, Officer Candidate School comments, recommendations and signature	Signature/ Date
Director, Officer Candidate School comments, recommendations, or disciplinary actions approved.	Signature/ Date

Instructions for Demerit Documentation Form

Upon assignment of Disciplinary Action, the following will be filled out:

Candidates will provide their signature and date the form upon being made aware of the disciplinary action.

The matrix on the form will be used to track the disciplinary action completed by date and demerits worked off.

Candidates must review the information already filled out on this form.

1. You have been awarded: How many demerits it has been determined you will be awarded as discipline. Due to: Reason for the assigned discipline.

To be worked off by performing the following: RPT or Marching Tours (at the discretion of the Awarding Authority).

2. To be served in accordance with the OCR from Earliest date Candidate is eligible to work off these demerits.



Demerit Documentation Form

(Date)

Awarding Authority

Officer Candidate

1. You have been awarded: _____ Due to: _____
To be worked off by performing the following: _____

2. To be served in accordance with the OCR from _____ until Complete.
(Date)

Candidate Signature/Date

Class Officer Signature/Date

3. This form will be used to track your progress and will be returned to the Class Officer upon completion of your assignment.

Date/Time	# of Demerits Served	# of Demerits Remaining	Supervising Official's Signature

Instructions for OCR Change Recommendation

1. Date. Submission Date. (Example: 30 APR 10)
2. From. Candidate submitting change recommendation
(Example: OC John Jones)
3. Class. Class Candidate submitting change is currently training. (Example: 07-13F or H Class)
4. Revision Date - Current date stamped on page of OCR in question. (Example: 11 DEC 12)
5. Section/Chapter - Section and Chapter of OCR in question.
(Example: Chapter 5, Section 3)
6. Page. Page in the OCR discrepancy exists. (Example: 5-28)
7. Paragraph. Paragraph discrepancy exists. (Example: 532.d.(2))
8. Recommendation. Recommended change to include revision, addition, or deletion. Use clear, plain language.
9. Justification - Based upon what reference. Be specific with regards to the potential value in improving training.
10. Signature. Candidate Submitting Recommendation.
11. Title/Rank. Of Person Submitting Recommendation.
(Example: Officer Candidate, Candidate LTJG, Class Officer, Academics Instructor, etc.)

The remainder of the form is to be filled in by the OCS Lead Class Officer.

OCR CHANGE RECOMMENDATION

DATE _____

TO BE FILLED IN BY ORIGINATOR AND FORWARDED TO OCS LEAD CLASS OFFICER

FROM (originator)		Class	
Revision Date	Section/ Chapter	Page	Paragraph
Recommendation (be specific)			

___ CHECK IF CONTINUED ON BACK

Justification

Signature	Title/Rank
-----------	------------

TO BE FILLED IN BY OCS Lead Class Officer (Return to Originator)

From	Date
To	

REFERENCE

(a) Your Change Recommendation Dated _____.

Your change recommendation dated _____ is acknowledged. It will be held for consideration by the review conference planned for _____.

Your change recommendation is reclassified URGENT and forwarded for approval to _____

_____ OCS Lead Class Officer

Instructions for Record of Counseling

The purpose of the Counseling Sheet is not in itself a means of discipline or punishment. Rather, it is to document a deficiency or discrepancy with a candidate or a candidate's behavior. The majority of the form will be filled out by the individual doing the counseling. There are several reasons a candidate may be counseled.

The portion requiring candidate activity is:

1. Read and comprehend the information and any amplifying remarks from the counselor.
2. The candidate may write freely on the block titled "Counselee's Comments."
3. Both Counselor and Counselee will sign the form at the bottom.



OTCNINST 1530.6J
24 Jan 2017

RECORD OF COUNSELING

Date: _____

PRIVACY ACT STATEMENT: The authority to request the following information is contained in 10 USC and DD 397. The date will be used to document quality force counseling actions not prescribed in other directives. When completed, the form may or may not become a source document to support administrative separation. Data is also releasable to higher headquarters officials when used to support administrative separation or UCMJ actions.

Completion of this form by a counselor is mandatory; however, disclosure of information or facts by the counselee is voluntary. Failure to disclose information or facts may not be in the counselee's best interest in the event administrative, disciplinary or separation action is subsequently deemed warranted by the counselee's commander.

NAME	GRADE	SSN
OCS CLASS	NAME/GRADE OF COUNSELOR	

REASON FOR COUNSELING

- | | |
|---|---|
| <input type="checkbox"/> PERFORMANCE | <input type="checkbox"/> PRIVATE INDEBTEDNESS |
| <input type="checkbox"/> PERSONAL BEHAVIOR | <input type="checkbox"/> SUPPORT OF DEPENDENTS |
| <input type="checkbox"/> OJT PROGRESS | <input type="checkbox"/> RESPONSIBILITIES |
| <input type="checkbox"/> SUBSTANDARD DRESS/APPEARANCE | <input type="checkbox"/> OTHER (SPECIFY)
_____ |

REASONS FOR COUNSELING (Give details, facts, specific dates, names, sequence of events.)

SOLUTION THAT COUNSELOR AND INDIVIDUAL DEVELOPED AND DISCUSSED TO OVERCOME THE PROBLEM(S) AND PRECLUDE FUTURE INVOLVEMENT. (Outline all solutions and indicate which one(s) the individual freely elected.)

(over)

OTHER AGENCIES INDIVIDUAL REFERRED TO (Family Services, CAAC, Chaplain,
Legal, etc.)

COUNSELEE'S COMMENTS

COUNSELEE'S SIGNATURE

COUNSELOR'S SIGNATURE

Instructions for Leave Request/Authorization Form

The Leave Request/Authorization Form, also known as a Leave Chit, is used when a Leave of Absence from one's command is desired and requested.

To properly fill out the Leave Chit, ensure the following blocks are filled in completely:

1. Date of Request - Day of Chit Submission. (Example: 12 DEC 12)
3. SSN – Last 4 of Social Security Number. (Example: XXX-XX-6789)
4. Name - Last, First, Middle Initial (Example: Jones, John S.)
5. Pay Grade - Pay Grade of Individual (Example: O-3, E-7, OC/E-5, etc.)
6. Ship or Station - Command currently stationed.
(Example: Officer Training Command Newport)
7. Dept/Div - Division of Command currently stationed.
(Example: OCS)
8. Duty Section - For OCS, your class number. (Example: Class 07-13E)
9. Duty Phone - Phone associated with Command Duty Officer. (Example: 401.862.4321)
10. Type of Leave - Check the block of the type of leave requested.
11. FOR USE OUTUS ONLY - Leave Blank.
12. Mode of Travel - Check the means of travel to leave destination.
13. Days Requested - Total days of leave requested.
(Example: 3) **NOTE: This is calculated based on time of departure and return from leave. Consult your Class Team for guidance regarding calculating requested days.**
14. From - Hour and Date of Request to Depart on Leave
(Example: 1600, 11 DEC 12)
15. To - Hour and Date of Request to Depart on Leave (Example: 0500 11 DEC 12)
16. Normal Working Hours - Hours typically associated with the OCS Workday. (Example:
From: 0500 To: 1600)

17. Leave Balance - How many days currently on credit.
(Example: 5 days as of 11 DEC 12) Consult your class team.
18. Leave Used This Fiscal Year - How many days used since the start of the current Fiscal Year
(1 OCT). (Example: 2) Consult your class team.
19. Leave Phone - Telephone Number at Destination of Leave. (Example: (123) 456-7890))
20. Leave Address - Address at Destination of Leave.
21. Signature of Applicant - Signature of Candidate.
22. Comments/Remarks - Any explanation of reason for request in clear, plain language.

24 Jan 2017

LEAVE REQUEST/AUTHORIZATION
NAVCOMPT FORM 3065 (REV. 2-83)INSTRUCTIONS FOR COMPLETING THIS FORM
ARE ON THE REVERSE OF PART 3.**SEE REVERSE FOR
PRIVACY ACT
STATEMENT**

1. DATE OF REQUEST		2. FOR ADMIN. USE ONLY APPROVAL OF THIS LEAVE IS NOT VALID WITHOUT CONTROL NO.		LEAVE CONTROL NO.	
3. SSN		4. NAME (Last, First, MI)			5. PAY GRADE
6. SHIP/STATION		7. DEPT/DIV	8. DUTY SECTION	9. DUTY PHONE	
10. TYPE LEAVE <input type="checkbox"/> REGULAR <input type="checkbox"/> SICK <input type="checkbox"/> EMERGENCY <input type="checkbox"/> SEPARATION <input type="checkbox"/> RETIREMENT <input type="checkbox"/> OTHER _____			FOR USE OUTUS ONLY		12. MODE OF TRAVEL <input type="checkbox"/> AIR <input type="checkbox"/> BUS <input type="checkbox"/> CAR <input type="checkbox"/> TRAIN
		11a. Leaving Area of PERMDUSTA <input type="checkbox"/> YES <input type="checkbox"/> NO		11b. Taking Leave INCONUS <input type="checkbox"/> YES <input type="checkbox"/> NO	
13. DAYS REQUESTED	14. FROM (Hour, Date) (YYMMDD)	15. TO (Hour, Date) (YYMMDD)		16. NORMAL WORKING HOURS DAY OF DEPARTURE: FROM: 0700 TO: 1600 DAY OF RETURN: FROM: 0700 TO: 1600	
17. LEAVE BALANCE DAYS AS OF	18. LEAVE USED THIS FY	19. LEAVE PHONE			
20. LEAVE ADDRESS				21. RATION STATUS (Enlisted) <input type="checkbox"/> COMMUTED RATIONS (COMRATS) <input type="checkbox"/> Meal Pass No. _____ Entitled to EDF meals except during periods of leave	
I CERTIFY THAT I HAVE SUFFICIENT FUNDS TO COVER THE COST OF ROUND TRIP TRAVEL. I UNDERSTAND THAT SHOULD ANY PORTION OF THIS LEAVE, IF APPROVED, RESULT IN MY TAKING MORE LEAVE THAN I CAN EARN ON MY CURRENT UN-EXTENDED ENLISTMENT OR CURRENT ACTIVE DUTY OBLIGATION, MY PAY WILL BE CHECKED FOR SUCH EXCESS LEAVE.				22. SIGNATURE OF APPLICANT	
RECOMMENDED <input type="checkbox"/> YES <input type="checkbox"/> NO					DATE
<input type="checkbox"/> YES <input type="checkbox"/> NO					
<input type="checkbox"/> YES <input type="checkbox"/> NO					
<input type="checkbox"/> YES <input type="checkbox"/> NO					
23. APPROVED <input type="checkbox"/>	DISAPPROVED <input type="checkbox"/>				
24. COMMENTS/REMARKS					
25. SHIP OR STATION (Including telegraphic address) Officer Training Command Newport Officer Candidate School Newport, RI 02841 COMM: (841) 862-4321			26. REPORT ON EXPIRATION OF LEAVE TO (if other than block 25)		
DEPARTED ON LEAVE		RETURNED FROM LEAVE		GRANTED EXTENSION OF LEAVE ENDING	
27a. HOUR	27b. DATE (*YYMMDD)	28a. HOUR	28b. DATE (*YYMMDD)	29a. HOUR	29b. DATE (*YYMMDD)
27c. OOD'S SIGNATURE		28c. OOD'S SIGNATURE		29c. OOD'S SIGNATURE	
IN CONSIDERATION OF THE MEMBER'S COMPLETION OF A FULL WORKDAY (AS DEFINED IN MILPERSMAN, NAVPERS 15560) ON THE DAYS OF DEPARTURE AND RETURN, THE INCLUSIVE DAYS SHOWN ARE CORRECT AND PROPER FOR CHARGING AS LEAVE.		30. INCLUSIVE LEAVE PERIOD TO BE CHARGED		FIRST: (YY) (MM) (DD)	LAST: (YY) (MM) (DD)
I CERTIFY THAT THE ABOVE IS CORRECT AND PROPER TO THE BEST OF MY KNOWLEDGE.		32. CERTIFYING OFFICER'S TYPED NAME/RANK/TITLE		33. CERTIFYING OFFICER'S SIGNATURE	

FORWARD THIS COPY TO PERSONNEL OFFICE VIA COMMAND ONLY ON COMPLETION OF LEAVE.

INSTRUCTIONS FOR COMPLETING THE LEAVE REQUEST PORTION OF THIS FORM

1. Completion of this form must be in ballpoint or typewriter. The form must be completed in triplicate with all copies legible.
2. Print or type the appropriate date in block 1 and 3 through 21. Leave block 2 blank.
3. When completing blocks 14 and 15, follow these rules:
 - a. Block 14 - The hour for starting leave may not be prior to the end of your normal workaday if leave starts on a workday. Of leave starts on a non-workday, the starting hour may be 0001 if not contrary to command policy.
 - b. Block 15 - The hour for ending leave may not be later than the beginning of your normal workday if the day of return is a workday. If leave ends on a non-workday the ending hour may be 2400 if not contrary to command policy.
4. Block 16 requires the following information:
 - Normal working hours for day of departure
 - Normal working hours for day of return
 - If day of departure is not a workday, enter "NONE"
5. Information required in blocks 17 and 18 may be obtained from Block 59 of your latest Leave and Earnings-Statement or you're your activity's Commanding Officer's Leave Listing.
6. You are advised that you must immediately return your original leave authorization to the appropriate office designated by your command upon return from leave.

PRIVACY ACT STATEMENT

FOR

NAVCOMPT 3065

LEAVE REQUEST/AUTHORIZATION

This statement is provided in compliance with the provisions of the Privacy Act of 1974 (PL 93-579), which require that Federal agencies must inform individuals who are requested to furnish information about themselves as to the following facts concerning the information requested.

1. **AUTHORITY:** Title 10 and 37 USC
2. **PRINCIPAL PURPOSE(S):** To authorize military leave of absence.
3. **ROUTINE USE(S):** To deduct leave taken from member's accrued leave balances. To pay leave rations to enlisted members.
4. **MANDATORY OR VOLUNTARY DISCLOSURE:** voluntary. If the member does not request a specific period of leave or furnish his leave address, leave is not granted.

OFFICER CANDIDATE FITNESS REPORT & COUNSELING RECORD

1. Name (Last, First, MI Suffix)			2. Class		3. Desig		4. NRD	
5. OCS <input type="checkbox"/> ODS <input type="checkbox"/> CWO/LDO <input type="checkbox"/> DCO <input type="checkbox"/> NSI <input type="checkbox"/>			6. UIC		7. Ship/Station		8. Re Eval (Y/N)	
Occasion for Report 10. 1 st Phase <input type="checkbox"/> 11. 2 nd Phase <input type="checkbox"/> 12. Special (H-Class, MEDHOLD) <input type="checkbox"/> 13. Other <input type="checkbox"/>							Period of Report 14. From: 15. To:	
16. Total Demerits Rcvd		Current Averages 17. MTT: 18. Academic: 19. PRT:				20. RLP		21. Candidate Billet
22. Reporting Senior (Last, FI M)						23. Desig		24. Title
25. Class achievements.								
26. Primary duties. (Enter primary duty abbreviation in box.) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>								
PERFORMANCE TRAITS: 1.0 - Below standards/not progressing or UNSAT in any one standard; 2.0 - Does not yet meet all 3.0 standards; 3.0 - Meets all 3.0 standards; 4.0 - Exceeds most 3.0 standards; 5.0 - Meets overall criteria and most of the specific standards for 5.0. Standards are not all inclusive. Traits of 3.0 and below, require supporting comments in block 35.								
PERFORMANCE TRAITS	1.0* Below Standards	2.0 Pro- gressing	3.0 Meets Standards		4.0 Above Standards	5.0* Greatly Exceeds Standards		
27. HONEST / INTEGRITY: Consistency of ethics, values and actions, adherence to Navy Core Values. NOB <input type="checkbox"/>	- Does not hold oneself to the ethical standards expected of a Naval Officer. - Fails to demonstrate consistent uprightness of character and soundness or moral principles. - Lies or deceives - Fails to live up to one or more Navy Core Values: HONOR, COURAGE, COMMITMENT <input type="checkbox"/>	- - - <input type="checkbox"/>	- Consistently displays ethical principles. - Displays uprightness of character and soundness of moral principles. - Trustworthy, ethical and honest - Always lives up to Navy Core Values: HONOR, COURAGE, COMMITMENT <input type="checkbox"/>		- - - <input type="checkbox"/>	- Admired for exemplary display of ethical principles. - Encourages others to strive for uprightness of character and soundness of moral principles. - Leads with an uncompromising code of integrity. - Exemplifies Navy Core Values: HONOR, COURAGE, COMMITMENT. <input type="checkbox"/>		
28. WORK ETHIC: Value based, hard work and dedication. NOB <input type="checkbox"/>	- Needs excessive supervision. - Does not accomplish assigned tasks. - Product frequently needs rework. - Gives minimal effort. - Wasteful of resources. <input type="checkbox"/>	- - - <input type="checkbox"/>	- Needs little supervision. - Shows diligence in accomplishing assigned tasks. - Gives strong effort. - Uses resources efficiently. <input type="checkbox"/>		- - - <input type="checkbox"/>	- Needs no supervision. - Goal oriented. - Always produces exceptional work. No rework required. - Seeks out task opportunities without being asked. - Gives maximum effort. - Maximizes resources. <input type="checkbox"/>		
29. INITIATIVE: Ability and tendency to start an action. NOB <input type="checkbox"/>	- Displays procrastination. - Lacks personal energy. <input type="checkbox"/>	- - <input type="checkbox"/>	- Strives towards goal oriented action. - Shows personal energy. <input type="checkbox"/>		- - <input type="checkbox"/>	- Takes action in absence of orders according to the commanders intent. - Instills energy and enthusiasm <input type="checkbox"/>		
30. MILITARY BEARING/ CHARACTER: Appearance, conduct, physical fitness NOB <input type="checkbox"/>	- Consistently unsatisfactory appearance. - Poor self-control; conduct resulting in disciplinary action. - Unable to meet one or more physical readiness standards. <input type="checkbox"/>	- - - <input type="checkbox"/>	- Excellent personal appearance. - Excellent conduct, conscientiously complies with regulations. - Complies with physical readiness program, within all standards. <input type="checkbox"/>		- - - <input type="checkbox"/>	- Exemplary personal appearance. - Model of conduct, on and off duty. - Excellent or outstanding PRT. A leader in physical readiness. <input type="checkbox"/>		
31. DEPENDABILITY: Worthy of trust NOB <input type="checkbox"/>	- Needs prodding to attain qualification or finish job. - Prioritizes poorly. - Avoids responsibility. - Lacks ability to manage under stress. <input type="checkbox"/>	- - - - <input type="checkbox"/>	- Productive and motivated. Completes tasks and qualifications fully and on time. - Plans/prioritizes effectively. - Reliable, dependable, willingly accepts responsibility. - Performs well under stress. <input type="checkbox"/>		- - - <input type="checkbox"/>	- Energetic self-starter. Completes tasks early; far better than expected. - Plans/prioritizes wisely and with exceptional foresight. - Seeks extra responsibility and takes on the hardest jobs. - Inspires others to persevere through challenges. <input type="checkbox"/>		

OFFICER CANDIDATE FITNESS REPORT & COUNSELING RECORD

1. Name (Last, First, MI Suffix)				2. Class		3. Desig		4. NRD	
PERFORMANCE TRAITS	1.0* Below Standards	2.0 Pro- gressing	3.0 Meets Standards		4.0 Above Standards	5.0* Greatly Exceeds Standards			
32. TEAMWORK: Contributions to team building and team results.	- Creates conflict, unwilling to work with others, puts self above team. - Fails to understand team goals and teamwork techniques. - Does not take direction well.	- - -	- Reinforces others' efforts, meets commitments to team. - Understands goals, employs good teamwork techniques. - Accepts and offers team direction.		- - -	- Team builder, inspires cooperation and progress. - Focuses goals and techniques for teams. - The best at accepting and offering team direction.			
NOB <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			
33. LEADERSHIP: Organizing, motivating and developing others to accomplish goals.	- Fails to motivate, train or develop subordinates. - Fails to organize, creates problems for subordinates. - Does not set or achieve goals relevant to command mission. - Inadequate communication. - Tolerates hazards or unsafe practices. - Does not attend to welfare of subordinates.	- - - - -	- Effectively motivates, trains and develops subordinates. - Organizes successfully, solves problems as they occur. - Sets/achieves useful, realistic goals which support command mission. - Clear, timely communicator. - Ensures safety of personnel and equipment. - Routinely considers subordinates' personal and professional welfare.		- - - - -	- Inspiring motivator and trainer, consistently builds winners. - Superb organizer, great foresight, gets ahead of problems. - Leadership achievements significantly further command mission. - Exceptional communicator. - Makes subordinates safety-conscious, has top safety record. - Constantly improves the personal and professional lives of others.			
NOB <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			
34. I recommend screening this individual for next OCS milestone(s) as follows: (maximum of two) Recommendations may be for competitive billet selection.									
35. COMMENTS ON PERFORMANCE. *All marks below 3.0 in specifically substantiated in comments. Candidate with overall Member Trait Average below a 3.0 must have a documented history of performance. Font must be 10 or 12 pitch (10 to 12 point) only. Use upper and lower case.									
Promotion Recommendation	NOB	Significant Problems	Progressing	Promotable	Must Promote	Early Promote	38. Retention: Not Recommended <input type="checkbox"/> Recommended <input type="checkbox"/>		
36. INDIVIDUAL							39. Reporting Senior Address		
37. SUMMARY	<input checked="" type="checkbox"/>								
40. Class Rank:						41. Signature of Reporting Senior (Class Officer)			
Member Trait Average:			Summary Class Average:			Date:			
42. Signature of Individual Evaluated. "I have seen this report, been apprised of my performance, and understand my right to submit a statement." I intend to submit a statement. <input type="checkbox"/> I do not intend to submit a statement. <input type="checkbox"/> Date:						43. Typed name, grade, command of Reporting Senior (ClassOfficer) Date:			

OTCNINST 1530.6J